

Risk Management – Risk Assessment Procedure

Introduction

Risk management is the process of identifying, analysing, and responding to risk factors that may arise during the Show Society event planning. It helps in calculating the uncertainties and the prediction of their impact, giving Show Societies a basis upon which they can make considered decisions.

Risk management can assist in prevention of legal liability. Show Societies can be held liable for failing to take reasonable steps to protect interested parties from foreseeable risks. By taking steps to identify and assess risks, Show Societies can minimise their exposure to potential insurance claims and lawsuits. Risk management is also important to event planning, assists in decision making, creates a safer working environment and ensures compliance with regulations.

The Big Question – Is the Event/Activity on the Activities List?

Does this event meet the conditions as set out by the Liability Insurance Program and is it captured in the ASC Activities List? This is a very important guide as to what our Public Liability Insurer will or will not accept under the Program. While it is important to have risk assessments for all events and activities on your showground and at your show, however most important are Risk Assessments for Category B and Category D Activities. Category C Activities are uninsured and require discussion and approval with the Insurer.

Cat A Accepted Activities - Auto Acceptance when run by a Show Society or by another party for no fee

Cat B Accepted Activities - Subject to being run by a third party providing proof of Insurance

Cat C Uninsured Activities - Requires discussion and approval with Insurer

Cat D Accepted Activities - Subject to Peak Body Rules and Regulations or INSURER APPROVED Rules & Regulations or the Event is insured by a Third Party.

Guidance to complete a Risk Assessment

Some parameters and ideas when considering Risk Assessment and Risk Mitigation. These are beneficial in your Risk Management planning. The word “Event” could mean your Show, a competition, or another aspect of your Show.

- **General event information:** Name, date and location of the Event and number of participants expected.
- **Showground Information:** You should include a map.
- **Event team information:** Names, roles and contact details for key team members.
- **First aid arrangements:** Names, roles and contact details for your head of first aid/safety crew and other key first aid personnel and a short description of the First Aid plan for the Event.
- **Volunteer overview:** The number of volunteers expected, names, roles and contact details of key volunteers.
- **Community liaisons:** Names, roles and contact details of key people in essential services: e.g., the police and emergency services.
- **Communications/incident management plan:** How do the various personnel (first aiders, volunteers, emergency services) communicate with your Show organisers? Who does what when something goes wrong? Make sure you have a robust chain of communication.

Hazards, Risks & Risk Mitigation

Identify Hazards & Document

The first step in the risk management process is to identify hazards in the workplace. Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people working at or attending an agricultural show.

To identify hazards you may use, but are not limited to, the following:

- **Inspection** of the agricultural show or carnival using a hazard checklist and look at what could cause harm. An inspection schedule should be developed to ensure regular inspections are undertaken.
- **Consultation** with employees/volunteers. Employees/volunteers can be the best source of what can go wrong and why, based on their experience. Ask your workers what they think – they may have noticed things that are not immediately obvious to you.
- **Manufacturer's Instructions** are an important source of information about hazards associated with plant or equipment.
- **Accident & Incident Investigation Processes.** Identifying potential hazards in response to incidents or accidents which have already occurred to both workers and the public.

Examples of aspects in agricultural shows where hazards may arise include:

- **Installation/Dismantling of facilities i.e.:** Amusement Structures/Rides, Staging, Public Stands, Portable Shelters, Temporary Fencing
- **Electrical Safety – Installations connected by mains or generator i.e.:** Animal Shelters, Containment Sheds, Amusement Structures, Food Businesses
- **Fastening of temporary structures i.e.:** Stalls, Amusement Structures, Portable Shelters
- **Vehicles/mobile Plant operating in areas accessible by the public.**
- **Fire Safety i.e.:** Fire Evacuation Plans, Building Fire Safety Compliance, Fire Suppression Equipment, Testing Fire Evacuation Plans

Workers are required to report and document any hazard they identify and take all reasonable steps to protect their own health and safety and that of others in the workplace.

As soon as a hazard is identified, action should be taken by a competent person to eliminate the hazard, e.g., remove the item causing a trip hazard, if reasonably practicable to do so, or to put in place interim controls, e.g., lock-out a faulty item of plant or equipment, to prevent the risk of an injury occurring or recurring.

Assess the Risk

If a hazard is identified and is unable to be immediately and permanently eliminated then the hazard must be documented, risk assessed and reported to the relevant responsible persons.

Risk assessment outcomes are required to be documented on your risk assessment template.

Risk Evaluation Criteria

The risk criteria utilised to evaluate if risk levels are acceptable are shown below.

Measure of Likelihood

By considering the following:

- How often is the task done? Does this make the harm more / less likely?
- How often are people exposed to the hazard? How close do people get to it?

- Has it ever happened before, in your workplace or somewhere else?
- Could any changes in the organisation increase the likelihood?
- Are hazards more likely to cause harm because of the working environment?
- Could the way people act and behave affect the likelihood of a hazard causing harm?
- Do differences between individuals in the workplace make it more likely for harm to occur?

Likelihood	Description
Almost Certain (95% - 100% probability of occurring for this operation, project or within the planning process)	Expected in most circumstances. Has occurred often in similar circumstances or circumstances are in train that will cause it to happen.
Likely (50% - 95% probability)	Has occurred regularly in similar circumstances or has occurred recently in other similar Shows.
Possible (5% - <50% probability)	Has occurred multiple times in the history of the Show and circumstances remain where it can happen again.
Unlikely (<1% to 5% probability)	Has occurred at least once in the history of the Show and circumstances remain where it can happen again.
Rare (<<<1% probability)	Has not occurred to date in any similar Show and is considered to have very much less than a 1% chance of occurring in the current circumstances.

Measure of Consequences

The agreed estimation of the potential consequences, i.e., how severe the harm could be, if the event did occur, using the following classification table:

Consequence	Description
Catastrophic	Fatality or Total Permanent Disablement injury
Major	Permanent disabling injury Long-term loss of essential Show infrastructure – buildings, power
Moderate	Hospitalisation Damage to property – elements of the Show cannot proceed Death of an animal
Minor	Minor injuries requiring basic first aid Property damage – little or no impact on Show Injury to animals

Risk Rating Matrix

	Minor	Moderate	Major	Catastrophic

Almost Certain	MEDIUM	HIGH	EXTREME	EXTREME
Likely	MEDIUM	HIGH	HIGH	EXTREME
Possible	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	MEDIUM	MEDIUM	HIGH
Rare	LOW	LOW	MEDIUM	MEDIUM

Risk Approval Schedule

RESIDUAL RISK RATING	ACTION
EXTREME	Unacceptable – Discontinue Activity
HIGH	Unacceptable – Discontinue Activity or ensure appropriate waivers are in place
MEDIUM	Acceptable – Ensure approved processes/procedures are followed
LOW	Acceptable

Review Control Measures

- Control measures that are put in place to protect health and safety should be regularly reviewed to ensure that they remain effective.
- Reviews should occur on a regular basis and can be done by following the same steps as the initial hazard identification process.
- Common methods of review include:
 - Inspection of the site/workplace
 - Consultation
 - Testing and analysing records and data

Risk Assessment Template

See below, a completed Risk Assessment example. Please use the blank generic template (fillable pdf) to create your own risk assessment for your Show and events. This can be used in conjunction with the populated Medium Sized Risk Assessment. This information can be found in the insurance section at:

<https://www.agshowsnsw.org.au/members>.

Show Society Name:Prepared by:: Date:

Activity or Event	Description of Potential Consequences	Consequence Rating	Likelihood Rating	Risk Level
Bump-In	<i>Potential for fatalities from moving vehicles and fall from height</i> <i>Potential for serious injuries from slips, trips, falls and erection of events, rides, exhibitions</i> <i>Potential for injuries requiring hospitalisation or damage to property</i>	Catastrophic Major Moderate	Rare Unlikely Possible	Medium Medium Medium

	Hazard Source	Current hazard controls	Control Adequacy: A=Adequate M=Moderate / I=Inadequate
1	Movement of vehicles	<ul style="list-style-type: none"> Gates manned by Security or RFS or SES - only essential vehicles with approved passes allowed to park inside showground in defined car parking areas Essential administrative vehicle traffic e.g., rubbish removal is employed at quiet times of the day All traffic is one way with maximum speed of (Walking speed) 10KPH in force – signed and communicated via pre-show information pack 	A
2	Construction or collapse of structure during erection	<ul style="list-style-type: none"> All marque and tent occupiers required to provide evidence of insurance. Guy ropes and stakes are checked for trip hazards by Show Safety Officer and ropes and stakes are clearly marked 	A
3	Fall from height – use of ladders to erect infrastructure	<ul style="list-style-type: none"> Use of qualified contractors Volunteer Site Induction Safety Officer site safety checks 	I
4	Slip trip fall due to inadequate fencing/barricades, lighting, storage, protection of leads and cords, wet areas.	<ul style="list-style-type: none"> Hazards identified using yellow paint, witches hats or areas roped or barricaded off Use of qualified contractors Volunteer Site Induction Safety Officer site safety checks 	M
5	Animal becomes spooked or aggressive impacting people or property	<ul style="list-style-type: none"> Requirement for all animals outside stalls to be kept under owner supervision at all times Animals housed in suitable stalls protecting animals from public Sufficient tethering facilities available Vet onsite or available Walkways for animals are away from pedestrian access 	M
6	Electric Shock	<ul style="list-style-type: none"> All electrical equipment electrically tested and tagged 	A