



## Sample Risk Assessment Template

**Event Name and Location:** \_\_\_\_\_

**Date of assessment:** \_\_\_\_\_

**Assessment conducted by:** \_\_\_\_\_

Step 1 Spot the Hazards		Step 2 Assess the risk	Step 3 Fix the problem	Who & When	Reassess the risk
<b>Identify the task</b>	<b>What are the hazards associated with each activity?</b>	<b>Is the risk low, moderate, significant or high? (see below)</b>	<b>If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?</b>	<b>By whom? AND by when?</b>	<b>Now that strategies have been put in place reassess the risk (see below)</b>
Working out doors - climate	Hypothermia, dehydration, sunstroke, heat exhaustion	Moderate	Get people to bring appropriate clothing. Work in protected areas, postpone or cancel the event during days of extreme weather condition	Organizer and volunteers on the day	Low risk
Using Hand tools	Cuts and gashes, eye damage, strains	Moderate	Work at safe distances. Maintain tools. Share tasks and change duration of task. Wear protective clothing (eg gloves).	Organizer on the day	Low risk
Working outdoors - animals	Snakes - Varying degrees of envenomation	Moderate	Walk/work heavily. Increase visibility of work site Boots and gloves to be worn at all times. Ensure first aid kit up to date and comprehensive.	Organizer and volunteers on the day	Low risk

**How do you assess the risk? For each hazard answer A then answer B then add A and B together to determine Risk and Action required**

<b>A) What is the potential impact or consequence of the hazard</b>	<b>B) What is the likely risk of the event happening?</b>	Add A and B together	Risk	Action
<b>1 = Minor</b> - First aid required with little or no lost time	<b>1 = Low</b> - It could happen, but only rarely		Score of 1 - 2 = Low risk	Proceed with caution
<b>2 = Moderate</b> - Medical treatment requires, reversible damage to health	<b>2 = Moderate</b> - It could occasionally happen.		Score of 3 - 4 = Moderate	Regularly monitor the situation
<b>3 = Serious</b> - Medical treatment required. Irreversible damage including death	<b>3 = High</b> - It could frequently happen		Score of 5 - 6 = High to extreme risk	Do not proceed



# Risk Management

Managing the risk is the best way to prevent injuries at your extra hand event. Take a moment to read this information to find out how you can to manage the risk and prevent injuries.

**What is risk?** Risk is the chance of something happening that will have an impact upon the event.

**Why do we need to manage risk?** To protect the safety of people and property whilst at your event and to eliminate or minimise injury during your event

**When do we need to manage risk?** All the time

What is risk management? Risk management is simply thinking about the safety of your event and deciding upon the steps to prevent this from happening. It involves four simple steps.

The four easy steps are:

1. Spot the hazard – walk around the event site and identify the things that could put your volunteers in danger.
2. Assess the risks – What is the potential impact of the hazard and what is the likelihood of the hazard causing your volunteers harm?
3. Fix the problem – this could be a range of things including eliminating the hazard, substitution of the hazard, isolation of the hazard, adaptation of equipment, administrative controls or personal protective equipment.
4. Evaluate the results – making sure that fixing the problem really did fix the problem.

These steps can be carried out using the extra hands risk assessment template.

Remember you as the host are responsible for managing the risk at every one of your events. Your event will not be authorised until you have completed a Risk Assessment Form and it has been submitted to the extra hands office.