

# PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

<b>Reference No:</b>	<u>001</u>	<b>PLSA Event Name:</b>			
<b>Date of assessment:</b>					
<b>Assessment Team Members:</b>					<b>Risk Assessment Team Leader:</b>
<b>Event Assessment Form:</b>	Has OF31 been completed and attached	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Comments</b>		<b>First Aid Requirements:</b> A First Aid Kit and Defibrillator will be in attendance at each event run by the Palmerston And Litchfield Seniors Committee Inc.(PLSA);  At <b>ALL Events</b> there will be at least <b>TWO</b> trained first aiders.
<b>Identify/describe activity, equipment, area or event you are assessing:</b>					

<i>Item</i>	<b>Step 1:</b> Identify the hazard/s	<b>Step 2: Assess</b> the risks - <i>Note there may be several risks associated with each hazard</i>  List the <b>Consequence</b> (how bad would it be?), <b>Likelihood &amp; Risk rating</b> for each risk  Refer to Risk Matrix	<b>Step 3 &amp; 4:</b> List the <b>Controls</b> needed to remove or reduce the risks and record the date <b>additional controls</b> are completed or due for completion.	<b>Step 5:</b> How will the risk be <b>monitored</b> and <b>who has the responsibility?</b>  Record review date
-------------	---	--	--	---

	What could cause harm?	What could go wrong?	C	L	R	Controls	Date completed	Review method & position/ person responsible	Pre-event Inspection date
								All Committee Members	

# PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

	What could cause harm?	What could go wrong?	C	L	R	Controls	Date completed	Review method & position/ person responsible	Pre-event Inspection date
						1			

# PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

## Risk Assessment Matrix

**This matrix and risk score system helps determine priority for corrective action.**

1. Consider what can go wrong - Risk
2. Determine how bad the outcome would be - Consequences
3. Determine how likely it is to happen - Likelihood
4. Calculate the risk level

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Catastrophic Multiple Fatality	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	Major Single Fatality	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	Moderate Serious Injury	MODERATE	MODERATE	HIGH	HIGH	EXTREME
	Minor Significant Injury	LOW	LOW	MODERATE	HIGH	HIGH
	Insignificant Minor Injury	LOW	LOW	LOW	MODERATE	MODERATE

### CONSEQUENCES:

Catastrophic  
Major  
Moderate  
Minor  
Insignificant

how severely could it hurt someone/cause damage?

death or large number of serious injuries, environmental disaster, huge cost  
serious injury, extensive injuries, severe environmental damage, major cost  
medical treatment required, contained environmental impact, high cost  
first aid treatment required, some environmental and/or financial impact  
no injuries, low financial/environmental impact

### LIKELIHOOD: How likely is it to happen?

Almost Certain  
Likely  
Possible  
Unlikely  
Rare

expected to occur in most circumstances  
will probably occur in most circumstances  
might possibly occur at some time  
could occur at some time  
may occur only in exceptional circumstances.

Risk Score		What should I do?
<b>9-10</b>	<b>Extreme</b>	<b>Immediate action required</b>
<b>7-8</b>	<b>High</b>	<b>Action plan required; senior management attention needed</b>
<b>5-6</b>	<b>Moderate</b>	<b>Specific monitoring or procedures required; management responsibility must be specified</b>
<b>2-4</b>	<b>Low</b>	<b>Manage through routine procedures</b>

Form:	OF14 – Risk Assessment Matrix				Version 2.3
Updated: 01 January 2023	Updated By: Public Officer	Review Date: 31 January 2024	Approved: PRSC Mgt. Team	Page 3 of 3	
PLSAAdministration Update 2023Operation Forms 2023		Palmerston and Litchfield Seniors Association Inc. (PLSA)			