

# PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

## OF13 RISK ASSESSMENT PROCEDURE

Risk Management is important to protect our visitors, seniors and Approved Volunteers, while at the same time complying with the law. It helps to focus on the risks associated with the potential to cause real harm at events the Association organises / delivers.

The law does not expect the Association to eliminate all risks – this is not always achievable but we are required to protect visitors, seniors and Approved Volunteers as far as are practicable.

Sensible risk is about:

- Ensuring visitors, seniors and Approved Volunteers are properly protected;
- Ensuring where risks exist, they are managed responsibly and we understand the consequences if the risks are not managed properly; and
- Enabling individuals to understand that as well as the right to protection, visitors, seniors and Approved Volunteers also have to exercise responsibility.
- We make every effort to maintain your safety, but you also have a responsibility for your own also.

Sensible risk management is **NOT** about;

- Creating a totally risk-free environment;
- Generating useless paperwork for the sake of it;
- Scaring people by exaggerating or publishing trivial risks; and
- Stopping recreational or social activity so long as real risks are managed.

### Definition Hazard and Risk

A **hazard** is an act or condition that has the potential to cause damage to plant or equipment, or result in an illness or injury – e.g., manual handling, slips and trips.

A **risk** is the likelihood – the possibility of a specific consequence occurring. Risks are usually expressed in likelihoods and consequences.

### Risk Management Process

Risk Management has three stages:

1. Identification of a hazard – looking around for potential problems;
2. Identification of an associated risk; and
3. Risk assessment and control.

The Risk Management process includes:

1. Identification of hazards – including above and below ground;
2. Identification of the associated risk;
3. Assessment of the risk – including:
  - The likelihood of the risk causing a problem;
  - The consequences as a result of an incident; and
  - Allocation of a priority for rectification;

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Control of the risk, using a hierarchy of control measures consisting of:

Control Flow	Hierarchy	Control Definitions
Step 1	Elimination	Modify the task, process, method, change activity or material to eliminate the hazard completely.
Step 2	Substitution	Replace the material, substance, activity, task or process with a less hazardous one.
Step 3	Isolation	Isolate the area to prevent plant, equipment or people moving in the area of danger.
Step 4	Engineering Controls	Redesign, modify the plant or task process to reduce or eliminate the risk.
Step 5	Administrative Controls	Adjust the time, conditions or the task process by training, procedures etc.
Step 6	Personal Protective Equipment	Use appropriately designed and properly fitted equipment where other controls are not practical. <b>This is the LAST action choice, not the first action choice.</b>

4. Documentation of the process – **Form OF14 – Risk Assessment Matrix**
5. Monitoring and Reviewing
6. Association Administration

## **Step 1 – Identify the Hazard**

This is the process of examining each event area for the purpose of identifying all the hazards which might affect the safe delivery of the event utilising OF31 – Pre-Event Inspection Report. Hazards include such things as the:

- Environment – surrounding area where event held, above and below ground;
- Transport – difficulty getting on / off transport;
- Ground – is it undulating or uneven, are there steps;
- Driving – does fatigue measures need incorporation
- Noise levels – are there high levels of noise where event to be held; and
- Poor lighting – possible trip hazards.

This process should be conducted if the event has not previous been undertaken OR when there is a change of circumstances OR after an incident to assess “did we miss something”.

## **Step 2 – Identify the Risk**

Look at previous / similar event; what risks where there previously. If new event what could occur. An OF31 - Pre-Event Inspection Report **MUST** be completed prior to an OF14 - Risk Assessment Matrix being undertaken and it will be attached to the OF14 - Risk Assessment Matrix.

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## Step 3 – Assess the Risk

We now need to look at the likelihood of an injury occurring, along with its probable consequence based on two main points:

- The likely severity or impact of an injury or illness as a result of a hazard, and
- The probability or likelihood (possible frequency) that the injury will actually occur.

This is where form **OF14 – Risk Assessment Matrix** comes into play. We need to complete a Risk Assessment Matrix for **EVERY** event to ensure the safety of visitors, seniors and volunteers. This includes venues where a business may have already done their own Risk Matrix to satisfy our own requirements and minimise our potential liability.

In assessing a risk, we need to look also at the Risk Rating Matrix below which is contained in our OF14 - Risk Assessment Matrix.

**Table 1 – Risk Rating Matrix**

		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

## Step 4 – Control the Risk

Urgent action is required for risks assessed as Extreme or High. The action required may include:

- Instructions for the deletion of the event; and/or
- Isolate the hazard / area where the risk is likely to occur.

Using the Risk Assessment Matrix, we need to document:

- Hazards identified;
- Risks identified; and
- Assessment of risks.

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As mentioned in Risk Management Process, Page 2, we now need to control the risk using hierarchy of control measures.

**Elimination** – remove obstacles or hazards, thus the hazard is a 100% effective control measure.

**Substitution** – change the route visitors, seniors and Approved Volunteers might get to an event, thus the hazard is effectively control.

**Isolation** – place bollards around an area where a hazard exists so visitors, seniors and Approved Volunteers cannot transverse that area at the event, thus the bollards are an effective control.

**Engineering Control** – perhaps where a small step exists, have a ramp made which complies with Australian Standards, thus a tripping hazard is removed and the hazard is an effective control.

Safety Ramps may be of steel; which could involve a slipping hazard – ensure safety strips of non-slip material are adhered to the Safety Ramp to minimise or remove the slipping hazard, thus an effective engineered control.

**Administrative Control** – prior to engaging in an area where steps / ramps might be; stop all visitors, seniors and Approved Volunteers, and talk to them about possible trip hazards, thus we are educating visitors, seniors and Approved Volunteers to watch where they are placing their feet and the hazard is managed, through education as an effective administrative control.

Alternatively, where a visitor, senior or Approved Volunteers insists on attending and event following counselling due to safety or wellbeing issues, have the visitor counselled again about the risks and hazards. Should they still proceed, advise them that they have a responsibility for their own safety and well-being at the event in addition to the Association if they do not follow instructions.

**Personal Protection Equipment (PPE)** – Visitors, seniors and Approved Volunteers might be engaged in an area where it is wet and slippery and it may be appropriate to supply people with rubber boots for their own safety and well-being, thus PPE is an effective control.

**Safety Note** - Controlling the risk **WILL** lower the **likelihood** and **consequence** from potentially a “High” or “Moderate – Serious Injury” to “Low” and “Insignificant and Minor Injury” – thus the well-being of visitors, seniors and volunteers has been maintained.

## Step 5 – Document the Process

Noticing hazards and thinking about what should be done and taking no action, is insufficient to meet the Association’s Duty of Care under the Northern Territory Work Health Act and that of our insurers – Public Liability Insurance. Doing nothing may see an individual prosecuted, potentially fined or jailed under the Work Health and Safety (National Uniform Legislation) Act (As in Force 01 April 2020).

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The Risk Assessment Team undertaking the Risk Management Assessment for an event need to complete form **OF13 - Pre-Event Inspection Report** and **OF14 – Risk Assessment Matrix** and upon completion of the form, all Team Members will sign and date the form.

## **Step 6 – Monitoring and Reviewing**

Whichever method of controlling the hazard/s is determined, it is essential to monitor and review the impact and effectiveness.

Prior to a particular event occurring again, the Risk Assessment Team would monitor and review the previous Risk Management Matrix, including a site visit to ensure that:

- hazards are identified,
- risks are assessed; and
- all controls are in place to ensure the safety and well-being of visitors, seniors and volunteers.

An updated copy of the forms would be given to the Secretary for filing. The Risk Assessment Matrix will be available to our insurers if required.

## **Association Administration**

The Risk Assessment Team Leader who undertook the Risk Management Assessment will provide a copy of the **OF13 - Pre-Event Inspection Report and OF14 - Risk Assessment Matrix** to the Secretary within 5 working days of the assessment being completed for filing purposes.

The Risk Assessment Team Leader will carry a copy of the Risk Assessment Matrix with them to the relevant event and will brief of **ALL** Committee Members and Volunteers who are associated with providing supervision at the event on the day.

This will also include briefing **ALL** Committee Members about the use and operation of **OF28.1 – Incident Report Form** and **OF28.2 - Witness Report Forms** should they be required to be completed should an incident occur at an event.

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