

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

Reference No:	01		Risk Assessment Matrix		
Date of assessment:		Event Name:			
Assessment Team Members:				Risk Assessment Team Leader:	
Event Assessment Form:	Has OF31 been completed and attached	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Comments	First Aid Requirements: A First Aid Kit and Defibrillator will be at each event run by the Palmerston And Litchfield Seniors Committee Inc. (PLSA). At ALL Events there will be a minimum of TWO trained first aiders.	
Identify/describe activity, equipment, area, or event you are assessing:					

Item	Step 1: Identify the hazard/s.	Step 2: Assess the risk - <i>Note there may be several risks associated with each hazard.</i> List the: C onsequence (how bad would it be?), L ikelihood & R isk rating for each risk. Refer to OF13 - Risk Matrix	Step 3 & 4: List the Controls needed to remove or reduce the risk and record the date additional controls are completed or due for completion.				Step 5: How will the risk be monitored and who has the responsibility ? 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	

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

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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: How severely could it hurt someone/cause damage?

- | | |
|--|---|
| <p>(5) Catastrophic</p> <p>(4) Major</p> <p>(3) Moderate</p> <p>(2) Minor</p> <p>(1) Insignificant</p> | <p>- death or large number of serious injuries, environmental disaster, huge cost.</p> <p>- serious injury, extensive injuries, severe environmental damage, major cost.</p> <p>- medical treatment required, contained environmental impact, high cost.</p> <p>- first aid treatment required, some environmental and/or financial impact.</p> <p>- no injuries, low financial/environmental impact.</p> |
|--|---|

LIKELIHOOD: How likely is it to happen?

- | | |
|---|--|
| <p>(5) Almost Certain</p> <p>(4) Likely</p> <p>(3) Possible</p> <p>(2) Unlikely</p> <p>(1) Rare</p> | <p>- expected to occur in most circumstances.</p> <p>- will probably occur in most circumstances.</p> <p>- might possibly occur at some time.</p> <p>- could occur at some time.</p> <p>- may occur only in exceptional circumstances.</p> |
|---|--|

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