



Risk Assessment Information Sheet for Stall Holders

The purpose of this Information Sheet is to assist Stall Holders in the completion of mandatory risk assessments for Council organised events.

Dear Stall Holder,

Thank you for wishing to participate in our event. In order to ensure the safety of those attending the event Council requires that you undertake, and provide a copy of, a risk assessment of your stall set up. A risk assessment is a great way to help you be well prepared for the event. As the type of risks encountered can change, your assessment should always be refreshed for each event. You should also be monitoring your environment on the day of the event, to ensure that no new risks emerge.

To help you undertake the process of conducting a risk assessment, Council has put together a brief glossary of some of the terminology used, in addition to a few tips on how to do an assessment. An example of an assessment has also been provided. There are many different formats for undertaking a risk assessment, however, if you don't already have a format for your risk assessments, you may like to use the template attached to this guide.

Terminology:

What is a risk? "The effect of uncertainty on an objective/s" – For example, the objective in this instance is to ensure public safety.

What is a hazard? "A source of potential harm" – For example, when considering public safety, a hazard is something that could potentially cause harm to another person.

What is a control? A control is something that you do, or something that you put in place, that helps to minimise or reduce the likelihood of the risk eventuating.

What is a Risk Rating? A risk rating helps to priorities your risks and identifies which risks need attention.

What is a risk matrix? Helps to determine a risk rating by assessing likelihood and consequence. ie. the likelihood that the risk will happen and the consequence if it does happen.

TIPS:

- Using a 'risk phrase' will help you assess your risks in a consistent way. ie. "There is a risk that [...] resulting in [.....]" – see examples in table.
- As you can have more than one risk associated with a single hazard, it's best to identify these individually. It doesn't matter if the same control is used for different risks, you should always try to identify all the risks associated with the hazard.
- The hazards listed on the template are just a guide and are by no means an exhaustive list. You may have other hazards you have identified that need to be added to your list.
- The risk matrix attached to this guide is also only an example. There are many different types of descriptors and matrices that you can use.
- For further information you should refer to the standard on risk management: AS/NZS ISO 3100:2009

EXAMPLE RISK ASSESSMENT: This is provided as an example only and is by no way an exhaustive list of all hazards to be assessed or controls to be implemented.

Name of Stallholder: Mr Parker

Type of Stall: Games

Date of assessment: dd/mm/yyyy

Assessment Prepared by: Mr Parker

Hazard	What can happen?	* Risk Rating	What controls can be put in place to prevent or minimise the chance of an accident occurring?	Adjusted Risk Matrix Rating with controls	Person responsible for putting control into place.	How will it be monitored?
Gazebos/ Marquees/ tent	There is a risk that someone may trip on a guy rope/peg supporting the stall structure resulting in injury to that person.	H-9	Ensure ropes are not stretched out across pedestrian paths. Ensure ropes are brightly coloured and visible. Ensure pegs are securely inserted into ground.	H-6		Assess and monitor on the day. Included in setup. Check during setup on the day.
	There is a risk that ground is too soft for pegs to be securely inserted in ground resulting in the structure not being able to be sufficiently stabilised.	H-9	Ensure alternative procedure in place to secure structure.	L-1		Check and assess ground condition on the day. Use alternative process if required to eliminate risk.
	There is a risk that stall structure is not secure and in the event of windy conditions could collapse or blow away resulting in injury to persons and disruption to other stall holders and event in general.	H-9	Use sandbags to help anchor the structure. In severe conditions event may be cancelled.	H-6		Pre setup check of sturdiness of structure. Monitor weather conditions and any notices issued by event organiser.
Other identified hazards.	There is a risk of unknown hazards at the site on the day, depending on location of site, which could result in injury to a person's.	H-9	Conduct risk assessment on the day. Ensure attendance at event organiser induction.	L-2		Assessed on day.

* To determine the risk rating please refer to a risk matrix (an example of a risk matrix is provided below).

Risk Definition and Classification Example:

There are many different types of descriptors and matrices that can be used. This is an example of one type.

Likelihood Descriptors: Likelihood describes the chance of something happening.

Descriptor	Description
Almost Certain	Expected to occur in most circumstances
Possible	Will probably occur in most circumstances
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

Consequence Descriptors:

The consequence is the outcome of event on objectives, which in this case is public safety.

Descriptor	Example and detail description
1. Insignificant	No injury
2. Minor	First aid treatment, situation immediately contained.
3. Major	Extensive injuries, ambulance required.
4. Catastrophic	One or more fatalities.

Risk Matrix: The matrix determines the risk rating for each hazard identified.

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
Almost Certain	M - 4	H - 8	E - 12	E - 16
Possible	M - 3	M - 6	H - 9	E - 12
Unlikely	L - 2	M - 4	H - 6	H - 8
Rare	L - 1	L - 2	M - 3	M - 4

Legend:
E: extreme risk; immediate action required (RED)
H: high risk; immediate attention needed (ORANGE)
M: moderate risk (YELLOW)
L: low risk (GREEN)

To obtain a risk rating simply choose the relevant likelihood and consequence descriptors and reference them in the matrix to come up with a score ie. Likelihood of Almost Certain and Consequence of Possible gives you a rating of E-12. Transfer this rating to your assessment.

The legend helps you determine what action needs to be taken for each level of risk identified. For example, any risks identified as 'red' should be actioned immediately.

YOUNG NATIONAL CHERRY FESTIVAL:

Name of Stallholder:

Type of Stall:

Date of assessment:

Assessment Prepared by:

Please note that the hazards listed on this form are a guide only – please delete or indicate where a hazard is not applicable. Remember to add any additional hazards which may be applicable.

Hazard	What can happen?	Risk Rating	What controls can be put in place to prevent or minimise the chance of an accident occurring?	Adjusted Risk Matrix Rating with controls	Person responsible for putting control into place.	How will it be monitored?
Gazebo/ Marquee/ tent						
Hot appliances/ BBQ						
Hot Food or Hot liquid						
Livestock						
Machinery						
Electrical						
Other identified hazards.						