

YEMAYA FESTIVAL 2017 - RISK ASSESSMENT MATRIX



		Consequences				
		1 – Negligible Persons requiring first aid Costs to event up to \$50,000 Minimum impact to reputation	2 – Minor Injury to person resulting in lost time and claims Costs to event between \$50,000 and \$200,000 Minor isolated concerns raised by stakeholders, customers	3 – Moderate More than 10 days rehabilitation required for injured persons Costs to event between \$200,000 and \$2.5 million Local media and community concern	4 – Major Serious health impacts on multiple or single persons or permanent disability Costs to event between \$2.5 and \$5 million National media outrage	5 – Catastrophic Multiple or single death Costs to event of up to \$5 million International and national media outrage
Likelihood	A - It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B - Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C - Incidents or hazards have occurred infrequently in the past	Low (L)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	D - Very few known incidents of occurrence Has not occurred yet, but it could occur sometime	Low (L)	Low (L)	Moderate (M)	High (H)	Extreme (X)
	E - No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstance	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

Risk Priority Rating

Extreme	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.

Hierarchy of Control - Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

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Identify Hazards and Subsequent Risks	Analyse Risks			Identify and Evaluate Existing Risk Controls			Further Risk Treatments
Hazards/Issues/Risks	Consequence	Likelihood	Risk Level	Control Measures	Responsibility	New Risk Level	Further Action Needed Opportunities for Improvement
Approaching bushfire threatening site.	5	D	Extreme	<p>Administer this control via regular monitoring of VIC EMERGENCY to ensure immediate awareness of any incidents or warnings within the surrounding region.</p> <p>Provision of multiple Fire Suppression Vehicles to be located onsite for immediate response to reported incidents.</p> <p>Shelter-in-Place procedures to evacuate patrons to an Assembly Area and utilise all resources to create a barrier between the fire front.</p> <p>Eliminate the risk of onsite spread via the removal of fuel from the camping and event areas to reduce the impact of direct flame and radiant heat effects.</p>	<p>Event Organiser Operations Director Emergency Management Coordinator Senior Fire Officer</p>	Low	
Onsite fire incident – campgrounds, market stalls, general event arena.	5	D	Extreme	<p>Administer this control by ensuring there are adequate and appropriate (tested and tagged) fire extinguishers strategically located onsite.</p> <p>Provision of multiple Fire Suppression Vehicles to be located onsite for immediate response to reported incidents.</p> <p>Eliminate the risk of a larger fire by ensuring staff are trained in using fire extinguishers and that the Fire Management Plan and Emergency Response has been developed and approved by the CFA.</p> <p>Fuel Reduction Program to reduce fuel debris and grass levels.</p>	<p>Event Organiser Operations Director Emergency Management Coordinator Senior Fire Officer</p>	Low	
Gas bottle leak or explosion.	5	D	Extreme	<p>Eliminate the hazard by confiscating any gas bottles found during car searches of all patrons on entry. Regular site patrols to ensure compliance. Notification of complete ban and confiscation policy in place under event terms and signage onsite.</p> <p>Administer this control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria.</p>	<p>Operations Director Senior Fire Officer</p>	Low	
Patron initiated campfire, BBQ, or open flame in campground – risk of potential spread.	3	C	High	<p>Administer this control by advising patrons via online channels and event terms of Site Fire Ban (SFB) in place for the full duration of the event.</p> <p>Regular fire safety patrols around campgrounds to monitor compliance.</p> <p>Substitute this control with the provision of a primary communal fire and fire barrels throughout the event arena to provide warmth to patrons and remove the need for campsite fires.</p>	<p>Operations Director Senior Fire Officer</p>	Low	
Dead trees around general patron areas – falling branches pose risk.	5	E	High	<p>Eliminate this risk by employing an arborist to assess the area and identify any trees that pose significant threat, and rig/remove them accordingly.</p>	<p>Operations Director</p>	Low	
Emergency access road becomes obstructed/unusable.	3	E	Moderate	<p>Engineer this risk by creating contingency access via diversion of general access road.</p>	<p>Safety Officer Operations Director</p>	Low	

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Snake or venomous animal sighted in public area – pose risk of bites to patrons and crew, also poses risk of crowd panic.	5	E	High	Administer this control by advising all crew and security staff of handling procedures - to clear the area of patrons and provide a clear path for snake to exit. If crowd panic ensues, emergency notification system will be used to inform patrons.	Operations Director	Low	
Vehicles driving on public areas causing damage to the site or a collision with a person.	5	E	High	Administer this control by advising contractors that they will be met on site by the supervisor, and that they are to drive slowly with hazard lights on. Delivery schedule developed and communicated to contractors. Vehicle path designated with bunting and signage. Traffic management staff monitoring all traffic.	Operations Director Traffic Management	Low	
Crowd crush injury if site is evacuated in an emergency.	5	E	High	Administer this control by enacting emergency evacuation plan with the support of the traffic management and security teams.	Senior Security Officer Safety Officer	Low	
Setup of temporary structure causes an injury to contractor or crew member.	4	D	High	Administer the construction to ensure that all contractors to abide by the standards set within their specific licences and OHS standards. Key crew hold Licenses to Perform High Risk Work, First Aid Certificates, etc.	Operations Director Contractor Senior Medical Officer	Low	
Power source is overloaded and fails. Unsafe leads or damaged leads causing electrocution to person or damage to equipment.	5	E	High	Eliminate the hazard by engaging a licensed electrician to oversee all setup and operation. Administer and ensure that power requirements are identified in the planning phase and adequate supply is provided and that vendors/contractors have been pre advised that all leads and equipment must be tested and tagged. Engineer the hazard with temporary fencing to segregate equipment from public, also employing cantilevers for wet ground areas, and using rubber matting or cable traps for 'dry' ground areas.	Event Organiser Technical Director	Low	
Patron injured by accessing equipment such as machinery, generators.	4	E	High	Engineer the hazard by making these areas inaccessible to the public using temporary fencing, additionally covering all fencing with material to reduce visibility to public.	Operations Director Technical Director Senior Medical Officer	Low	
Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit causing injury to contractor or crew member.	5	E	High	Administer this control by ensuring that the underground services are identified on the site plan before the equipment is positioned. Dial before you dig and transfer the information to your site plan. Have the underground services marked on the site prior to bump in.	Event Organiser Operations Director Technical Director	Low	
Noise complaints.	2	B	High	Engineer the placement of speakers to reduce noise travel based on the contours of the land and locations of neighbouring properties. Administer this control by ensuring stage managers comply with the Noise Management Plan and Environmental Protection Act as required.	Event Organiser Operations Director	Low	
Bins overflowing and litter on the ground.	1	B	Moderate	Administer this control by developing a Waste Management Plan, constant monitoring of rubbish levels by Operations Director and volunteer crew.	Operations Director Waste Contractor	Low	
Toilet facilities malfunction or are inadequate causing patron discomfort or discontentment.	1	B	Moderate	Administer this control by ordering quantity of toilet facilities based on permit requirements and industry standards. Contingency plan in place to order additional facilities if required during event operation, non-invasive area allocated within overflow camping area to allow for setup without imposing on patrons. Contractor service includes monitoring and cleaning to ensure services are fully operational.	Operations Director Waste Contractor	Low	

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Patron or crew member receives sun burn, heat stroke or dehydration.	1	B	Moderate	Administer this control by arranging for regular refilling of onsite water reservoirs by onsite water provision contractor. Dancewise will be providing bottled water and sunscreen to patrons on stage areas during hot weather. Public safety announcements to be made prior to the event and signage will be onsite advising patrons of importance of regular fluid intake. Engineer numerous shaded areas to provide patron coverage.	Event Organiser Senior Medical Officer	Low	
Temporary infrastructure blows away and causes injury to person or equipment.	4	D	High	Eliminate this risk by ensuring that all light weight equipment is adequately weighted and harnessed. Engineer further bracing and support as required based on monitored weather forecasts.	Event Organiser Operations Director	Low	
Person found deceased onsite.	5	C	High	Administer this control by ensuring Medical staffing and resources are sufficient to cater for any reported incidents.	Event Organiser Operations Director	Low	
Person suffers a drug overdose/unresponsive.	4	D	High	Administer this control by ensuring Medical staffing and resources are sufficient to cater for any reported incidents.	Operations Director Senior Medical Officer	Low	
Person contracts food poisoning at the event.	1	D	Low	Administer this control by ensuring that prior to the event all food vendors have relevant food vendor permits and insurance policies in place. During the event, do spot checks to ensure that they are complying with the permit's requirements.	Operations Director Senior Medical Officer	Low	
Child is separated from their guardian.	1	C	Low	Administer this control by setting up a Lost Children's area and policy. Use emergency notification system as required if parents are not located within a reasonable timeframe.	Operations Director Information Services Officer	Low	
Person receives a minor injury on site.	1	A	High	Administer this control by ensuring Medical staffing and resources are sufficient to cater for any reported incidents.	Operations Director Senior Medical Officer	Low	
Inappropriate behaviour from intoxicated person.	1	A	High	Administer this control by ensuring sufficient security resources patrol the site regularly.	Operations Director Security	Low	
Rocks and sticks around general areas – potential tripping hazard.	2	C	Moderate	Eliminate the risk by clearing large objects by hand and raking area to remove smaller debris.	Operations Director	Low	
Damage to heavy equipment during delivery onsite, eg. generators, temporary toilets.	2	D	Low	Administer this control by advising contractors that they will be met on site by the supervisor. Rubber matting and ply boards available onsite to assist in the deposit of heavy equipment.	Event Organiser Operations Director	Low	