

EVENT DETAILS - Client to complete

Event name:

Event no:
(ICC Sydney to complete)

Event date:

Stand no:

Event location:

ASSESSMENT DETAILS - Client to complete

**Description of Event/
Activity Assessed:**

Risk ID:
(ICC Sydney to complete)

Assessed by:

Email:

Title/Organisation :

Contact no:

ACTIVITY, PRODUCT OR SERVICE (or steps in process)	RISK CATEGORY S- Safety E- Environment SY- Security FS- Food Safety O- Other	HAZARD / IMPACT (What can cause harm or damage and result of hazard)	INHERENT RISK ANALYSIS (Without controls implemented) refer page 4			CONTROL STRATEGY	CONTROLS IMPLEMENTED?	RESIDUAL RISK ANALYSIS (Controls implemented) refer page 4		
			Consequence	Likelihood	Risk Level		Yes or No	Consequence	Likelihood	Risk Level

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PERSON RESPONSIBLE FOR IMPLEMENTATION OF THE CONTROL STRATEGY

Name: _____ **Position:** _____

Signature: _____ **Implementation date:** _____



EVENT OPERATIONS RISK ASSESSMENT WORKSHEET

ICC SYDNEY REVIEW/ACCEPTANCE

The risks and control strategies contained in this document have been reviewed.

ICC Sydney accepts the level of residual risks and how they are to be managed.

Yes

No (Residual risks rated extreme or high are not acceptable)

Further controls to be implemented.

Yes

No

Name:

Title:

Signature:

Date:

Comments:

VERIFICATION OF CONTROLS

The control strategy has been implemented as identified above and has been verified as effective.

Yes

No

Name:

Title:

Signature:

Date:

Comments:

..... **ICC SYDNEY USE ONLY**

Event No:

Risk ID:

Uploaded to SN by:

RISK ASSESSMENT MATRIX

Risks are assessed using a consequence and likelihood approach. The risk assessment matrix is used to determine the risk score, risk rating and actions required.

RISK MATRIX	Consequence Rating				
	Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Almost certain - 5	25	20	15	10	5
Likelihood - 4	20	16	12	8	4
Possible - 3	15	12	9	6	3
Unlikely - 2	10	8	6	4	2
Rare - 1	5	4	3	2	1

Any risk with a score of 10 or above that has been rated as extreme or high is considered to be a **significant** risk.

RISK SCORE	Risk Rating	Action Required
> 20	Extreme	Immediate action required.
10 - 19	High	Action plan required to be implemented, management attention needed.
4 - 9	Moderate	Specific control and/or monitoring procedures required, responsibility to be specified.
1 - 3	Low	Manage through routine procedures.

CONSEQUENCE				
Description	Safety	Food Safety	Security	Environment
Catastrophic	Death of one or more people. Significant impact to the business with closure and investigation.	Death of one or more persons. Significant impact to the business with closure of food related activities.	Significant security breach with impact across all operations/precinct-wide. Significant impact on events with cancellation likely.	Environmental disaster. Permanent detrimental impact on the environment.
Major	Extensive or multiple injuries, hospitalisation required.	Multiple cases of food related illness/injury with serious public health concern. Investigation from external authorities and major impact to operations. Immediate recall of product.	Security impact across some operations. Impact on events with completion unlikely.	Severe environmental damage. Medium to long-term environment impact. Significant remediation work required.
Moderate	Medical treatment required and/or lost time injury.	Isolated case of a food related illness/injury. Potential public health concern in some sections of the population (e.g. vulnerable persons). Withdrawal action dependent on specific issue.	Isolated and contained security impact. Potential for impact on some events.	Moderate environmental damage. Short term environmental impact with some remediation work required.
Minor	First aid treatment required.	Minor food safety/contamination incident - non-reportable. Negligible public health/safety concern. Removal of suspect product as soon as practicable with little or no impact to events.	Minor security breach with immediate rectification. Little or no impact on events.	Contained environmental incident. Minimal adverse environmental impact. Immediate remediation.
Insignificant	Minor injury, no first-aid required	Minor isolated food safety/contamination incident with no impact to events. No public health/safety concern. Continue operations.	Identified security incident only. No impact on events.	Contained environmental incident. No apparent environmental impact.

HIERARCHY OF CONTROL

- 1. Elimination**
- 2. Substitution**
- 3. Isolation**
- 4. Engineering**
- 5. Administrative**
- 6. Personal Protective Equipment (PPE)**

LIKELIHOOD

Description	Indicative Frequency
Almost certain	Could occur multiple times per year.
Likely	Could occur once or twice per year.
Possible	Could occur every two or three years.
Unlikely	Known to occur - could occur every four or more years.
Rare	Not known to occur - may happen in exceptional circumstances.