

Risk management can help to increase the safety of all users of Waratah-Wynyard Council (WWC) facilities and reduce the likelihood of damage to the reputation of those that offer activities.

All regular users of WWC facilities must provide a risk assessment or management plan but one off uses with a low level of risk and low participation numbers might not need to do so.

Please discuss this with WWC staff who will determine the need for one or otherwise.

Risk management involves:

1. **Establishing the context.** Determining the level of risk required for each facility or activity. The greater the level of risk the greater the need for effective risk management.
2. **Identifying risks.** Considering what might go wrong prior to or during an activity.
3. **Analysing and evaluating risks.** Assessing the likelihood and consequence of each risk.
4. **Treating risks.** Deciding what can and will be done to reduce risk and delegating responsibilities and allocating a timeframe.
5. **Communicating and consulting.** Documenting and discussing the risks with all stakeholders.
6. **Monitoring and reviewing.** Keeping an eye on identified risks and looking for 'new' risks.

IDENTIFYING RISK

To help identify, assess and manage risks users of facilities should consider a range of matters including but not limited to the following:

- The suitability of the venue for the intended use.
- Pre-use checks and regular hazard inspections that record the name of the facility, inspector, date and time of the inspection and a list of inspected areas, assets or issues and hazards identified (*NB: Inspections should be recorded even if no hazards are identified*)
- The numbers involved in any one use. These must not exceed the facility's occupancy capacity and result in a lack of toilets or sanitary services.
- Required permits such as a Liquor Permit or Food Business Application Form.
- A contingency plan that considers postponement, cancellation or relocation.

- Possible damage to the natural environment (flora & fauna) or built assets.
- Management of waste and light and noise spillage and effective communication with neighbours who might be impacted upon by the facility's use.
- Adequate staffing or volunteer levels and ensuring those allocated tasks have the required skills or training and understand and comply with cash and manual handling procedures, Workplace Health and Safety guidelines, emergency procedures, first aid and incident reporting.
- Electrical and fire safety and the need to test and tag electrical equipment and carefully manage dangerous goods (e.g. fuels and gas) and have fire-fighting equipment and relevant phone numbers in place.
- Alcohol and drug use, civil disturbance, terrorism, criminal activity, a bomb threat and participant, spectator and animal control.
- Weather extremes and the impact of heat, rain, lightning or strong winds and the potential for power failures, trees and limbs to fall or for fire danger days to result in bush or structure fires.
- Food poisoning, slips, trips, falls and knocks and an emergency medical plan based on a triage approach - e.g. first aid or ambulance - an appropriately stocked first aid kit and personnel with an ability to render first aid if required, a displayed Emergency Evacuation Plan, a defined Emergency Assembly Point and phone numbers for emergency services.
- Pedestrian and vehicular traffic management with clear and safe drop off points, entry and exit points, parking for emergency vehicles and disability access and parking and restricts vehicle access to areas that include on ground or overhead electrical cables and considers the proximity of active roads or the need to use active roads.
- Signage to highlight pedestrian and vehicular entrances, exits, parking and drop off and pickup points, information, registration and First Aid posts, the Emergency Evacuation Point, toilets and change rooms and wet and dry areas if alcohol is involved.
- Insurance including Public Liability insurance, Worker's Compensation insurance if anyone is 'employed' and Certificates of Currency for others involved such as entertainers. *(NB: Public Liability Insurance to the value of \$20M or more that is supported by a copy of a Certificate of Currency must be carried by regular users of WWC venues but WWC insurance coverage, based on a \$500 excess, is offered for casual one-off uses at the discretion of WWC.)*
- Ensuring coaches, team managers, track officials, 1st aid officers and committee members who are 16 years or older and work or volunteer within a club or organisation that primarily involves the participation of children (anyone under 18 years of age) and have more than incidental contact - including physical contact, oral communication (including phone calls) or written communication (including email) - with children as a normal part of their duties are registered to work with vulnerable people. See: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>
- Suitability and safety of any entertainment including amusement rides such as jumping castles.

DEVELOPING A RISK ASSESSMENT OR RISK MANAGEMENT PLAN

Identified risks along with their assessment and management strategies should be recorded in a risk management plan which should also allocate responsibility and timelines and record the status of responses to identified risks.

A sample risk management template and risk likelihood and consequence descriptors and risk rating matrix are offered at <https://www.warwyn.tas.gov.au/council-facilities/hire-a-facility/> and employs industry recognised approaches. It must be noted that this is only a sample of such an approach but WWC will consider other effective approaches to this matter.

NB: 'High risk' activities such as those involving animals, amusement rides and fireworks might require a specific risk management plan and users should consult Council if they identify an area of concern or if they believe responsibility for an 'identified' and 'unmanaged' risk rests with Council.

For further assistance contact Waratah-Wynyard Council via:

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