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## MANAGING RISK AT WARATAH-WYNYARD COUNCIL FACILITIES

- All users of WWC facilities must provide a risk management plan that is signed by the applicant or an office bearer of the applicant organisation.
- 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 facilities but Council's insurance will cover casual one off users of council facilities .
- Information about risk and a strategy to complete a risk assessment and develop a risk management plan follows.

The Waratah-Wynyard Council (WWC) sees risk management as a way of increasing the safety of all involved in recreation and as a way of reducing the likelihood of financial losses or damage to the reputation of those that offer recreation opportunities.

### **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 a use of a facility.
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 delegate responsibilities, allocate a timeframe and take action.
5. Communicating and consulting - Documenting and discussing the risks with all stakeholders.
6. Monitoring and reviewing - Keeping an eye on the identified risks and look for 'new' risks.

### **Users of facilities need to identify the risks involved and assess and treat them and in doing so consider, amongst other things, the following:**

- Their capacity to use the facility - the use should not exceed the capacity of a user and put their finances or brand at risk.
- The suitability of the venue for the intended use.
- The numbers involved in any one activity – they must not exceed the facility's occupancy capacity.
- Adherence to Council's Terms and Conditions of Use with particular reference to:

- food preparation and distribution, alcohol management and smoking
- the securing of any permits required for use (e.g. Temporary Food Permit)
- compliance with all documented agreements associated with the facility use
- The documentation of all decisions, allocated responsibilities and agreements with others.
- A contingency plan that considers postponement, cancellation or an alternative location.
- Management of waste and light and noise spillage.
- Effective communication with neighbours who might be impacted upon by the facility's use.
- Ensuring activities do not damage the natural environment (flora & fauna) or built assets.
- Ensuring staff or volunteers are allocated tasks for which they have the skills or documented training and that they understand:
  - communication procedures
  - Workplace Health & Safety and incident reporting
  - Security procedures that relate to both people and assets
  - Emergency Procedures – e.g. evacuation/first aid
- Regular hazard inspections or pre use checks that as a minimum consider:
  - Electrical safety – electrical equipment used by the user should be tested and tagged
  - Fire Safety - fire-fighting equipment and relevant phone numbers should be in place
  - Dangerous goods – fuels and gas and heavy equipment must be carefully managed
  - Spectator, crowd and animal control
  - The impact of heat, rain, lightning or strong winds
  - 'High risk' activities such as fireworks or the arrival of a helicopter at an event – *NB: these deserve their own specific risk assessment and risk management plan*
- Hazard inspections or pre use checks that as a minimum record:
  - Name of facility and inspector and date and time of the inspection.
  - A list of areas, assets or issues inspected and the hazards identified (*NB: The inspection should be recorded even if no hazards are identified*)
- An Emergency Medical Plan based on a triage approach – e.g. first aid or ambulance – that is supported by appropriately stocked and easily located First Aid supplies and personnel with an ability to render first aid if required.
- An Emergency Evacuation Plan that is displayed and includes clear instructions and a clearly defined Emergency Assembly Point and easy access to phone numbers for police, ambulance, fire, Tas Networks and Council.
- Pedestrian and vehicular traffic management that considers:

- Defined and safe entry and exit points
  - Disability access
  - Parking and road closures that create minimal disruption to neighbours
  - Clear entry and exit points for service and emergency and event vehicles
  - Drop off points for private vehicles, taxis or public transport (where possible)
  - Restricted vehicle access to areas that include electrical cable or overhead power lines
- Signage that is strategically placed to highlight matters such as:
    - Pedestrian and vehicular entrances, exits, parking and drop off and pickup points
    - Information, registration or First Aid posts and toilets and change rooms etc
    - No smoking areas and wet and dry areas if alcohol is involved
    - Emergency Evacuation Point
- Insurance including:
    - Cover against public risk for an amount of \$20 million (*NB: WWC's insurance covers casual one off users of WWC facilities*).
    - Worker's Compensation Insurance if anyone is 'employed' by the user(s).
    - Other relevant insurances - advice from an insurance broker is recommended.
    - Certificates of Currency for others involved in the use e.g. entertainers.
- An understanding of and compliance with relevant Legislation, Australian Standards, Guidelines and Codes of Practice (many of which are supported by resources that can be readily found on the internet) including but not limited to:
    - Workplace Health and Safety Act
    - Civil Liability Act
    - Building Act and Regulations
    - Planning and Environment Act
    - Dangerous Goods Act
    - Building Code
    - Australian Standards
    - Best Practice Manuals
    - Food Act 2003
    - Food Standards Code

***NB: When users are developing a risk management plan they should consult with WWC if they identify an area of concern or if they believe responsibility for an 'identified' and 'unmanaged' risk rests with Council.***

## RISK IDENTIFICATION CHECKLIST

Users of facilities should identify risks and assess, rate and treat them.

To identify risks it is recommended that a risk identification checklist, such as the one below, is used.

If you answer **YES** to any questions in this checklist a risk has been identified and it should be assessed, rated and a treatment strategy for it included in a risk management plan.

<b>RISK IDENTIFICATION CHECKLIST</b>	
Will participants, spectators, officials, volunteers or the community be put at risk by hazards such as slippery surfaces, needle sticks, sunburn or dehydration?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will pre-use hazard inspections be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the venue have an occupancy limit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will food be prepared, served or sold?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Might postponement, cancellation or an alternative location be needed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the use exceed the capacity of facilities toilet or waste management facilities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will light and noise spillage be an issue for neighbours?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any aspect of your use damage the natural environment or built assets?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will spectator, crowd or animal control or conflict be an issue?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will you be using electrical equipment or dangerous goods?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will temporary structures (e.g. shelters, marquees or jumping castles) be used?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will stakes be driven into the ground to secure any temporary structures?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will an 'Emergency Medical Plan' based on triage approach be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will an 'Emergency Evacuation Plan' be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be a need for pedestrian and traffic management strategies?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be any social functions associated with the use?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will alcohol be consumed or sold?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will insurances such as Public Liability be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Will any lotteries, raffles or gambling be conducted as part of the use?

YES  NO

## RISK ASSESSMENT FORM

All potential risks should be listed in a Risk Management Plan such as the one below.

The accompanying **LIKELIHOOD and CONSEQUENCE** descriptors and **RISK RATING** matrix should be employed to assess the likelihood and consequences of the risks and to rate them.

How they will be treated, by whom and when and their current status should be recorded.

RISK MANAGEMENT PLAN							
<b>Name of organisation:</b> .....							
<b>Name of facility to be used, activity or event:</b> .....							
<b>Date (s):</b> .....							
RISK or HAZARD	LIKELIHOOD and CONSEQUENCES of a risk		RISK RATING	ACTION PLAN	WHO	WHEN	STATUS
	L	C					


## RISK LIKELIHOOD AND CONSEQUENCE DESCRIPTORS

LIKELIHOOD		CONSEQUENCE	
Level	Descriptors	Level	Descriptors
<b>A</b>	Almost certain - Expected to occur often	<b>1</b>	Insignificant - No injuries, low loss.
<b>B</b>	Likely - Once per year	<b>2</b>	Minor - First aid, medium loss.
<b>C</b>	Moderate - Possible, once in 10 year period	<b>3</b>	Moderate - Treatment required - high loss.
<b>D</b>	Unlikely - Not impossible, within 50 years	<b>4</b>	Major - Extensive injuries, major loss.
<b>E</b>	Rare - Unlikely within 50 years	<b>5</b>	Catastrophic - Death, huge loss.

## RISK RATING MATRIX

LIKELIHOOD	CONSEQUENCES				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
A (Almost Certain)	Extreme	Extreme	High	High	Medium
B (Likely)	Extreme	High	High	Medium	Medium
C (Moderate)	High	High	High	Medium	Low
D (Unlikely)	High	Medium	Medium	Low	Low
E (Rare)	High	Medium	Medium	Low	Low

Employment of this form, the descriptors and the matrix can create a risk management plan as illustrated by the example that follows.

## EXAMPLE RISK MANGEMENT PLAN

<b>Name of organisation</b>	<b>Redrock Swimming Club</b>
<b>Name of event</b>	<b>Regional Swimming Championships for Seniors</b>
<b>Date (s)</b>	<b>21- 23 January 2017</b>

RISK or HAZARD	LIKELIHOOD and CONSEQUENCES of a risk or hazard		RISK RATING	ACTION PLAN	WHO	WHEN	STATUS
	L	C					
The venue might not be fit for purpose	B	3	HIGH	All spaces to be used will be inspected.	Event Coordinator	Before each day or session of the event.	Required checklists developed.
Participants, might slip, trip or fall.	B	3	HIGH	Warning signs will be erected around the swimming pool.	Signage & Water Officer.	On the day before the event and every scheduled day.	Signage ready to be put up on the day.
Participants might suffer needle stick injuries.	C	3	HIGH	A pre event inspection will occur. Any needle sticks found will be correctly disposed of.	Event Coordinator	Before each day of the event.	Inspection to be completed on morning of the event.
Participants might become sunburnt.	A	3	HIGH	Free sun lotion will be made available to spectators and to contestants.	Event Coordinator	Lotion to be made available on each day of the event.	Lotion to be made available on each day of the event.
Spectator conflict might develop.	B	2	MEDIUM	Extra security will be provided.	Security Coordinator	Ongoing throughout the event.	Security requested for event.
An emergency evacuation might be required.	B	2	MEDIUM	All involved will be advised of the location of all emergency exits and Emergency Assembly area.	Event Coordinator	At the commencement of the event	Information to be offered during event welcoming ceremony.
The finances of the Redrock	D	2	LOW	Participants and spectators	Club Committee	Before during and after the event.	Budget suggests RSC will



Swimming Club might be at risk				will be charged entry fees and social events will seek to raise funds to help meet costs.	and Treasurer		break even or better on this activity.
Undue noise and disturbance to neighbours and surrounding properties.	B	2	MEDIUM	Neighbours will be advised events will commence at noon and be completed by 8.00pm and all social activity completed by midnight.	Event Coordinator	Prior to the commencement of the event	Information to be offered during the events planning.