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| **Group Name:** |  | | **Activity Being Assessed:** |  | | |
| **Date of Assessment:** | |  | **Review Assessment By:** | |  | |
| **Referenced Documents *(Legislation, Codes of Practice, Standards and Industry Guidelines etc):*** | |  | | | | |
| **Persons Involved in the Conduct of the Risk Assessment:** | |  | | **Assessment Reviewed and Approved by:** | |  |
| **Review and Approval Date:** | |  |
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| **Consequence** | **Detailed Description** |
| ***INSIGNIFICANT*** | *Injury requiring first aid, Minor damage or vandalism to asset, Minimal impact on noncore business operations. The impact can be dealt with by routine operations, corrective action and training.* |
| ***MINOR*** | *Injury or illness requiring medical treatment or becomes a Lost Time Injury, Minor damage or loss <2.5% of total assets, Some impact on business areas in terms of delays, but able to be dealt with at operational level , process modification and skills development* |
| ***MODERATE*** | *Injury requiring hospitalisation or an incident requiring specialist medical treatment, Damage or loss of <12.5% of total assets, Impact resulting in reduced performancesuch that targets are not met. Event’s existence is not threatened, but could be subject to significant review/change to operations* |
| ***MAJOR*** | *Single fatality, multiple serious injuries, Extensive damage or loss <30% of total assets, Breakdown of key activities leading to reduction on performance, Survival of the project/activity or event is threatened.* |
| ***CATASTROPHIC*** | *Multiple fatalities Protracted unavailability of critical skills/people, Destruction or complete loss of <50% of asset, Critical failure(s) preventing core activities from being performed, The impact threatens the survival of the project or the event* |

Table 1- Consequence Table

**INSTRUCTIONS:**

1. Follow the detailed example at the top of the ERAT Worksheet
2. Detail the issue, hazard or risk that you are including in the assessment.
3. Detail the most “Likely” risk scenario and outcome
4. Assess the likelihood and consequence of that outcome (without additional controls) using the tables above
5. Determine the correlating risk rating using the matrix
6. Detail the controls and persons responsible for the implementation of the same
7. Re-assess the risk based on the implemented controls.
8. The mitigated risk rating needs to be in line with the acceptance and tolerability matrix

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| **Likelihood** | **Qualitative** | **Quantitative** | **Ratio** |
| ***RARE*** | *May occur only in exceptional circumstances* | *Is possible but has not occurred to date in any similar organisation and is considered to have very much less than a 1% chance of occurring in the short term* | *1 in 100 years* |
| ***UNLIKELY*** | *Could occur at some time* | *Has never occurred in this organisation but has occurred infrequently in other similar organisations or is considered to have a 1% chance of occurring in the next few years* | *1 in 50 years* |
| ***POSSIBLE*** | *Might occur at some time* | *Has occurred at least once in this organisation or is considered to have a 5% chance of occurring in the next few years* | *1 in 10 years* |
| ***LIKELY*** | *Will probably occur in most circumstances* | *Has occurred in the last few years in this organisation or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the next few years* | *Once per year* |
| ***ALMOST CERTAIN*** | *Is expected to occur in most circumstances* | *Has occurred on an annual basis in the past or the circumstances are in train that will cause it to happen* | *More than 1 per year* |

Table 2- Likelihood Table

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| --- | --- | --- | --- | --- | --- |
|  | **Consequences** | | | | |
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost Certain** | **Medium 40** | **High 48** | **Critical 72** | **Critical 84** | **Critical 100** |
| **Likely** | **Low 24** | **Medium 44** | **High 56** | **Critical 80** | **Critical 96** |
| **Possible** | **Low 12** | **Low 28** | **Medium 52** | **High 76** | **Critical 92** |
| **Unlikely** | **Low 8** | **Low 20** | **Low 36** | **Medium 64** | **High 88** |
| **Rare** | **Low 4** | **Low 16** | **Low 32** | **Low 60** | **Medium 68** |

Table 3- Risk Rating Matrix

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| --- | --- | --- |
| **Risk Level** | **Risk Acceptance/Tolerability** | **Strategic Action Plan/Risk Mitigation Strategy** |
| **Low (4-60)** | Acceptable with periodic review | Manage by routine procedure |
| **Medium (40-68)** | Tolerable with periodic review | Exposure to risk may continue provided it has been appropriately assessed, has been mitigated to "So Far As Reasonably Practicable", and is subject to periodic review to ensure that risk does not increase. It would be appropriate that measures to achieve long term further reduction to the risk be considered. |
| **High (48-56)** | Tolerable with continual review | Unnecessary exposure to the risk must be discontinued as soon as it is reasonably practicable and continued exposure would only be considered in exceptional circumstances. Risk controls must be applied as part of a documented risk management plan that is continuously reviewed. |
| **High (76-88)** | Intolerable without treatment | Exposure to risk should be discontinued to as soon as reasonably practicable. Risk controls must be applied as part of a documented risk management plan that is continuously monitored and reviewed. |
| **Critical (72-100)** | Intolerable | Exposure to this risk would normally be immediately discontinued except in extreme circumstances. The decision to tolerate risk must be made by the Senior Management Group,after being subjected to as much risk management rigour as practical, unless dire operational needs preclude so. |

Table 4- Risk Acceptance/Tolerability Matrix

**Event Risk Assessment Tool (ERAT) Worksheet**

| **Risk, Issue or Hazard** | **Risk Outcome** | **Initial Risk Score** | | | **Proposed Risk Control or Mitigation Strategy** | **Person Responsible** | **Mitigated Risk Score** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Consequence | Risk Rating | Likelihood | Consequence | Risk Rating |
| SAMPLE 001: Unqualified or inexperienced persons participating in re-enactment activity (e.g. battle or tourney) | Serious injury to participants requiring hospitalisation; Incident requiring notification to WHSQ; Adverse impact to event reputation | Possible | Moderate | Medium 52 | * Only qualified, competent and experienced persons permitted to participate * Risk assessments to be conducted prior to participation * Event risk management strategies * On-site first aid team | * Bill * Dave * Mary | Unlikely | Minor | Low 20 |
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**Control and Mitigation Plan**

| **Unique ID of Control** | **Proposed Control** | **Person(s) Responsible** | **Any Additional Requirements or Controls** | **Date Implemented** | **Verification** |
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**Compliance and Assurance Record**

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| **Record of understanding “GROUP MEMBERS” have read, understood and accept the controls as defined in this document.** | | |
| **Name** | **Signature** | **Date** |
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