

### Risk Assessment Guidelines

Rous Water's '**Commercial Activities on Rous Water Operational Land: General Information**' provides details of the information required to be lodged with your '**Application for a Temporary Permit – For use of Rous Water Operational Land**'.

Applicants lodging a permit application are required to prepare, submit to Council and adhere to a documented *Risk and Safety (Operations) Management Plan* according to legislative requirements.

Applicants must ensure compliance with the *Work Health and Safety Act 2011 (WHS Act)*.

An essential component of a Risk and Safety (Operations) Management Plan is a **Risk Assessment**.

A **Risk Assessment** must cover the whole operations of your activity and take into account:

- (a) Identification of all potential hazards posed by your activity; and
- (b) Likelihood of consequences / outcomes of these hazards; and
- (c) Potential risk of the hazard and appropriate control of identified hazards, i.e. what needs to be done to eliminate or control the risk e.g. first aid, emergency response and evacuation plan.

To complete a **Risk Assessment** you can either:

1. Complete the following form; or
2. Prepare your own risk assessment.

Your commercial activities Risk Assessment is to be lodged as part of your '**Application for a Temporary Permit – For use of Rous Water Operational Land**'.

Rous Water will review the risk assessment lodged as part of your application to verify that it appears to be appropriate for the nature and extent of the proposed activity. However in undertaking this review Rous Water is unable to verify the adequacy of the assessment provided by the applicant, nor the risk management measures adopted.

# Risk Assessment

Prepared by:

<b>Commercial Business Name</b>	<b>Commercial Activity</b>	<b>Date</b>
<b>Commercial Activity Locations:</b>		
<b>Equipment used in Activity:</b>		

**IDENTIFY ALL HAZARDS, POTENTIAL RISK OF HAZARD AND PROPOSED CONTROLS  
TO ELIMINATE RISK FOR YOUR COMMERCIAL ACTIVITY**

*(This is to cover all personnel, the public, environment, equipment and property).*

What are the hazards?	Why is it a hazard? What could happen?	Level of potential risk of hazard (use 'Risk Assessment Matrix')	Proposed solutions	By whom

Insert an additional page if insufficient space for all hazards

# Risk Assessment Matrix

## WHAT IS THE POTENTIAL RISK OF THE HAZARD?

- Select a likelihood and a consequence for the hazard on the RISK MATRIX using the definitions to assist you.
- Determine your risk level by joining your likelihood and consequence for the hazard on the matrix i.e. low, medium, high or extreme.
- Write the potential risk of each hazard on the form.

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	Extreme	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	High	High
	<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Medium	Medium	Medium

Risk Level	Recommended Actions
Extreme	Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls
High	Risk control measures required to reduce risks to as low as reasonably practicable using the hierarchy of controls
Medium	Review risk assessment and ensure control measures to reduce risk to as low as reasonably practicable using the hierarchy of controls
Low	Manage risks by routine procedures and monitor