

# EVENT OPERATIONS RISK ASSESSMENT WORKSHEET



PERTH CONVENTION AND  
EXHIBITION CENTRE

## Event Details *(client to complete)*

Event name:

Event date:

Event location:

Event no.:  
*(PCEC to complete)*

Stand no.:

Key risk areas  
identified:

## Assessment Details *(client to complete)*

Description of Event/Activity Assessed:

Risk ID *(PCEC to complete)*:

Assessed by:

Title/Organisation:

Email:

Contact no.:

## Photos/additional information

## Person Responsible for Implementation of the Control Strategy

Name:

Signature:

Position:

Implementation date:

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## Risk Assessment Matrix

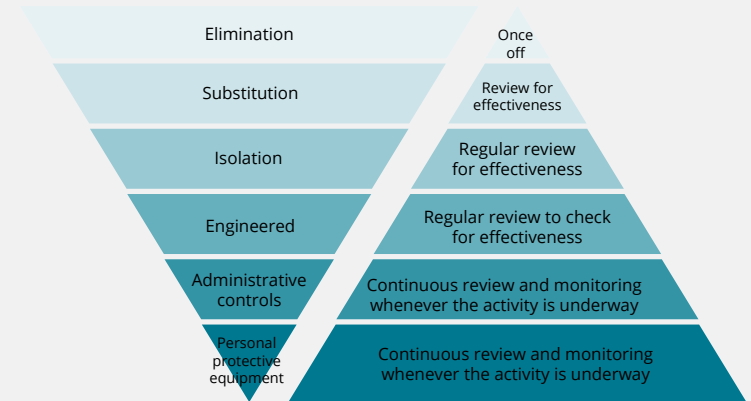
### Risk Acceptability

<b>A</b>	Risks that significantly exceed the risk acceptance threshold and need urgent and immediate attention to reduce the risk and exposure. Control and information gathering needed immediately. Implement controls to reduce risk to an acceptable level before starting or recommencing an activity. Highest level Group or Divisional management needs to be involved and to authorise risk acceptance if no further action is required. Frequent review of risk exposure and actions taken to reduce rating or exposure by senior leaders at least monthly.
<b>B</b>	Risks that require proactive management. Senior Business Unit management needs to be involved (e.g. to proactively reduce the risk or authorise risk acceptance if no further action is taken). Frequent review of risk, risk control effectiveness and risk reduction measures by senior leaders is required at least monthly.
<b>C</b>	Risks are acceptable to the business/project but still require active monitoring. Risks need to be reviewed by local management at least quarterly.
<b>D</b>	Risks that are below the risk acceptance threshold and do not require additional management. Controls managed by routine processes in line with existing priorities. Review risk and exposures by local management over the longer term at least six monthly.

### Likelihood

Category	Frequency
<b>Almost certain</b>	- Over 80% probability, or - Expected to occur in most circumstances, or - Likely to occur multiple times throughout a project.
<b>Likely</b>	- Between 50% to 80% probability, or - Probable that it will occur in most circumstances, or - Possible to occur in a project, has occurred in similar projects.
<b>Possible</b>	- Between 20% to 50% probability, or - Might occur, has occurred before, or - Has occurred in a minority of similar projects.
<b>Unlikely</b>	- Between 5% to 20% probability, or - Could occur, or - Has not occurred in similar projects, but could.
<b>Rare</b>	- Less than 5% probability, or - Exceptionally unlikely, even in the longer term, or - A "100 year event"

## Hierarchy of Control



### Hierarchy of Control

<b>Elimination</b>	First Option – can the hazard be removed altogether by elimination of process or substance?
<b>Substitution</b>	Involves replacing hazard with one that presents a lower risk
<b>Isolation</b>	Involves isolating the worker from the hazard
<b>Engineering Controls</b>	Involves structural change to the work environment or work process to place a barrier to, or interrupt a transmission path between the worker and the hazard
<b>Administrative Controls</b>	Reduces the exposure to a hazard by adherence to procedures, instructions or training. Administrative controls are dependent on human behaviour for success
<b>Personal Protective Equipment</b>	Last Option - Provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and worn at all times where required

### Consequence

Rating	Safety Definition
<b>6</b>	Fatalities or significant irreversible effects to more than one person
<b>5</b>	Single fatality or severe irreversible disability to one or more persons
<b>4</b>	Moderate irreversible disability or impairment to one or more persons; Lost Time Injury > 28 days;
<b>3</b>	Lost Time Injury
<b>2</b>	Medical Treatment Injury
<b>1</b>	First aid case or less or near miss;



### Likelihood

		Rare	Unlikely	Possible	Likely	Almost certain
Consequence	6	B	B	A	A	A
	5	C	B	B	A	A
	4	C	C	B	B	A
	3	D	C	C	B	B
	2	D	D	C	C	B
	1	D	D	D	C	C

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ACTIVITY, PRODUCT OR SERVICE	HAZARD/IMPACT <i>(What can cause harm or damage and result of hazard)</i>	INHERENT RISK ANALYSIS			CONTROL STRATEGY	CONTROLS IMPLEMENTED?		RESIDUAL RISK ANALYSIS			RISK OWNER
		Consequence	Likelihood	Risk Level		Yes	No	Consequence	Likelihood	Risk Level	
1.											
2.											
3.											
4.											
5.											
6.											

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			Consequence	Likelihood	Risk Level		Yes	No	Consequence	Likelihood	Risk Level	
7.												
8.												
9.												
10.												
11.												
12.												

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		Consequence	Likelihood	Risk Level		Yes	No	Consequence	Likelihood	Risk Level	
13.											
14.											
15.											
16.											
17.											
18.											

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### PCEC Review/Acceptance

The risks and control strategies contained in this document have been reviewed  
PCEC accepts the level of residual risks and how they are to be managed  
Further controls to be implemented

	Yes	No	
	Yes	No	<i>(Residual risks rated extreme or high are not acceptable)</i>
	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
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Name:

Title:

Signature:

Date:

Comments: