



RISK ASSESSMENT GUIDELINES

For Commercial Activities on Public Land

Ballina Shire Council's "*Specifications*" provides details of the information required to be lodged with a Commercial Activities Licence Application.

Applicants lodging a Commercial Activities Licence Application are required to "Prepare, submit to Council and adhere to a documented "*Safety and Operational Plan.*" according to legislative requirements.

Applicants are responsible for checking whether surrounding conditions are suitable for the safe conduct of the Applicant's activities. This includes, but is not limited to, assessing any natural hazards or new hazards on each occasion the Applicant is proposing to conduct activities.

Applicants must ensure compliance with Occupational Health and Safety Act 2000 and Regulations 2001.

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) the identification of all potential hazards posed by your activity; and
- (b) the likelihood of consequences / outcomes of these hazards; and
- (c) what is the 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 your commercial activities licence.

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.
- Determine your risk level by joining your likelihood and consequence for the hazard on the matrix i.e. low, medium, high or extreme.
- Write your potential risk of each hazard on the form.

	CONSEQUENCE				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

Likelihood	Rare	Only ever occurs under exceptional circumstances
	Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
	Possible	Not generally expected to occur but may under specific circumstances
	Likely	Will probably occur at some stage based on evidence of previous incidents
	Almost Certain	Event expected to occur most times during normal operations
Consequence	Insignificant	First aid only required
	Minor	Minor medical treatment with or without potential for lost time
	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
	Major	Individual fatality or serious long term injury
	Catastrophic	Multiple fatalities or extensive long term injury