



**PRE - EVENT  
Hazard & Risk  
Assessment  
2019-2020**

## RISK RATING AND CONTROL

### Risk Rating Chart

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

### Legend

- E:** extreme risk; immediate action required  
**H:** high risk; senior management attention needed  
**M:** moderate risk; management responsibility must be specified  
**L:** low risk; manage by routine procedures

### Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Eliminate**  
Avoid the risk by removing the hazard completely.
- **Substitute**  
Use less hazardous procedure/substances equipment/process.
- **Isolate**  
Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls**  
Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls**  
Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**  
Supply where required

### Definitions

**Control Hierarchy** – A series of control options ranked towards greatest and most efficient management of the hazard.

**Hazard** – Something with the potential to cause injury or illness.

**Risk** – The probability of a hazard resulting in an injury or disease, together with the seriousness of the injury or disease.

EVENT TITLE/NAME: EXAMPLE ONLY EVENT DATE: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

ON BEHALF OF THE COMMITTEE OF THE (insert committee name) \_\_\_\_\_, AN AFFILIATE OF THE ABCRA.

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
<b>Civil Disturbance Animal Activist activity</b>	Injury to staff & public. Disruption of event	<b>M</b>	Use of Security Contractors at the events.	<b>L</b>	ABCRA Security
<b>Armed/Dangerous intruder</b>	Injury to staff & public	<b>L</b>	Security and police on ground while event running. Security monitoring bar area at all times.	<b>L</b>	Police Security
<b>Drunk/Rowdy behaviour</b>	Potential injury to staff, public and competitors	<b>L</b>	Security monitoring bar area at all times. All staff behind bar must have their RSA. Bar staff instructed to refuse service to anyone showing signs of excessive intoxication or rowdy behaviour.	<b>L</b>	Bar Staff Security
<b>Broken glass, litter etc.</b>	Potential cuts & lacerations. Staff, Spectators and animals	<b>L</b>	No glass sold on grounds. Contract cleaners are to check and remove bins once full and undertake removal of any litter.	<b>L</b>	Contractor cleaner
<b>Ground surface</b>	Injury to competitors, animals, spectators	<b>L</b>	Arena surface is to be well watered, raked and maintained throughout the event. Venue Staff to ensure grounds are safe by doing daily inspections.	<b>L</b>	ABCRA Venue Staff
<b>Stable areas</b>	Injury to persons or horses. Strong smells Blockage of walkways. Health hazards.	<b>L</b>	Signage up to keep walk ways clear, In case of emergency a contact phone number for the Venue's Maintenance, Ground and Stable Surfaces clear of hazards	<b>L</b>	Venue Staff
<b>External Emergency</b>	Potential injuries to public and staff	<b>L</b>	Contact the appropriate emergency services. Follow instructions from authorities	<b>L</b>	ABCRA Venue Staff

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
<b>Electrical cords for camping</b>	Injury to persons Power failure	L	All Electrical cords are to be tested and tagged. All Electrical cords are to be covered appropriately coming from power outlets.	L	Venue Maintenance Staff Safety Officer
<b>Fire</b>	Burn injury & loss if fire breaks out	L	Contact emergency services and follow emergency protocols.	L	ABCRA Venue Staff
<b>Weather extremes</b>	Cold/heat induced illness. Dehydration. Participants with inappropriate clothing.	M	Medical Staff for both humans and animals are on ground whilst event running. Shaded areas available, Water available all over grounds. Stock yards are supplied with water Troughs	L	ABCRA Medical Staff Venue Staff
<b>Wind/Storm</b>	Injury to public, staff, animals from flying debris/falling objects.	L	Medical Staff for both Humans and animals are on ground whilst event running All potential flying objects and banners to be secured strongly and if they start to become loose they are to be removed straight away. All Organic debris removed by Venue Staff.	L	Medical Staff ABCRA Venue Staff
<b>Dust</b>	Poor vision Breathing difficulties Equipment failure Stock comfort Spectator comfort Competitors comfort	M	The Following areas are to be kept watered during the event Warm up area Stock holding areas Medical staff for both humans and animals are on grounds whilst event running	L	Medical Staff ABCRA Venue Staff
<b>Rain</b>	Flooded drains Slippery surfaces Bogged vehicles Damage to traders goods	L	Grounds to be inspected for safety ABCRA to call off events if deemed unsafe Gravel roads to be closed off until made safe by venue staff	L	ABCRA Venue Staff
<b>Loss of crowd control and overcrowding</b>	Bodily injury. Injuries to public due to crushing and panic. General discomfort. Injury from horses	L	Spectators are unable to enter competitor areas without competitor wristband passes. Monitoring of the crowd from Security Contractors. First aid on site at all times	L	ABCRA Security

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
<b>Major Equipment Movement</b>	Staff carrying large or awkward objects bumping into patrons – causing injury.	L	All Awkward/ Large objects to be moved prior to event starting with the guidance of safety officer	L	ABCRA
<b>Medical Emergency. Emergency vehicles. Access to the event. Suitable Landing Area for Rescue Helicopter</b>	Potential further injuries to public and staff.  Emergency vehicles unable to enter event site due to structures or crowds.	L	Signage posted around the site for designated emergency personnel.  Designated driveway for emergency vehicles only away from other driveways and crowd areas	L	ABCRA  Venue Staff ABCRA
<b>Missing Person Lost Child</b>	Trauma to those directly involved.	L	ABCRA Event office to be designated as location to report missing person. ABCRA staff will put an announcement over loud speaker Liaise with Victims. There will be first aid if required.( e.g. shock) If person not found contact Police	L	ABCRA Venue Staff Police
<b>Negative publicity. Result of emergency situation</b>	Reputation damage to ABCRA, Committee, local Council & Authorities	L	Staff to notify E/O and President who will the notify the Police .All persons involved to be escorted from premises and not allowed back on site, witnesses to speak to Police	L	E/O President Police
<b>Noise</b>	Noise induced hearing loss. Unpleasant surroundings causing aggravation.	L	Microphone and music levels to be tested prior to event starting All generators and other loud equipment to be placed away from spectators and competitors	L	Venue Staff Sound Supplier
<b>Structures, Scaffold, Fences, Marquees, etc collapsing</b>	Crushing/fall injury to workers, public or participants	L	No Scaffold or other structures to be used during event. All fences/etc. will be checked prior to event starting and if require to be replaced will be. Any Fences/etc. broken during the course of the event will be repaired or replaced immediately upon identification.	L	Venue Staff ABCRA
<b>Erection of decorations (eg flags etc)</b>	Falls from heights	L	Appropriate equipment and procedure to be used to suspend and remove all banners, flags etc. First aid on site	L	ABCRA

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
<b>Plant/Equipment, Trucks</b>	Injury to staff/public by dropping, falling, collapsing or being struck by moving equipment	L	All personnel used are to have the appropriate safety equipment and Cards. Only hired staff to help with the loading and unloading of Equipment.	L	ABCRA Hired Staff
<b>Erection/Dismantle of Portable Panels</b>	Injury to staff/workers	L	All building of panels to be done prior to the event starting. Minimum of two staff members Per panel, Pins to be secured prior to releasing panel. Dismantle of panels after event has Finished.	L	ABCRA
<b>Slips, Trips, Falls and Knocks</b>	Bodily injury to public, workers or participants	L	Power leads to be either covered or raised above traffic. All event staff to ensure walkways are clear. Appropriate signage in place.	L	ABCRA
<b>Toilet/Shower block blockage etc.</b>	Inconvenience to public, staff, competitors. Potential health risks.	M	More than 1 amenities block is available, Alert Venue Staff, Contact plumber and restrict the area, Place signs showing nearest amenities block.	L	ABCRA Venue Staff Plumber
<b>Broken water lines</b>	Inconvenience to public Flooding Lack of water for stock. Arena surface.	M	Contact Venue Staff, Contact Plumber, close off affected area. Water truck on site for the event, therefore water in constant supply.	L	ABCRA Venue Staff Plumber Water cart driver
<b>Drought</b>	Poor/no cattle available. Competitors unable to attend. Extreme dust. Lack of water. Excessive cattle hire. Extra expense in trucking cattle	M	Shaded areas with water troughs always available, contractors hired to provide livestock in sufficient condition to perform for event, Yards and Area surface watered throughout the duration of the event. Always additional holding areas for excessive cattle.	L	ABCRA Stock Contractors
<b>Vehicles/Trucks travelling within grounds</b>	Injury to staff, animals & public	M	Designated areas for Vehicles to travel/Park within grounds. All of the grounds are signposted with speed limit. Vehicles that are found parking in wrong areas will be asked to move and relocate to the correct area.	L	ABCRA Venue Staff

## SITE MAP

A Site Map of your venue must be supplied to Head Office identifying all key areas outlined below:

- Warm Up/Competition areas
- Spectator areas – Grandstands/Seating areas.
- Competitor parking
- Public parking
- Horse Yards, Stables, and laneways.
- First Aid access

Please note, the site map can be hand drawn or published on a computer and does not have to be to be specifically to scale.

### Site Map Example

