

APPENDIX 4

ISO 31000 RISK MANAGEMENT PRINCIPLES AND GUIDELINES

Event name:					Risk Assessment date:			
Completed by whom:			Reviewed by whom:		Committee endorsement date:			
Ref No.	Activity	Risk	Assessment		Inherent Risk	Controls Implemented	Control Rating	Residual Risk
			Likelihood	Consequence				
1	Consumption of alcohol / drugs	Intoxicated and / or drug affected persons / patrons / performers Intoxicated patron in unlicensed venue.	Likely	Festival Reputation Minor Patron / musician injury Minor	B 2 High	Appropriate signs and safe serving of alcohol as per regular operations at licensed premises. Volunteer to call 000 and request police assistance. Volunteer to call OHS and Emergency Officer Inducted to Process and documented process displayed at manned points	Good	Medium
2	Food Handling	Food contamination Illness of patrons / musicians	Possible Moderate	Moderate	C 3 High	All food businesses to have any required registrations and safe food handling etc. with Streatrader / Moyne Shire Council	Good	Medium
3	First Aid	Patrons / musicians requiring medical attention. Patrons / musicians unable to receive appropriate medical attention in a timely manner	Patrons / musicians requiring medical attention. Patrons / musicians unable to receive appropriate medical attention in a timely manner	Moderate	B 3 High	Injured or unwell patron or musician requiring medical assistance by a practitioner (eg: above the level of providing minor assistance such as Band-Aid). Volunteer to call 000 and request ambulance Volunteer to assist with first aid only if appropriate and directed by emergency services (000 responder) prior to ambulance arriving. Volunteer to call OHS and Emergency Officer Documented First Aid process Hospital and Medical Clinic situated in Port Fairy. Communication of the event has been made and is supported by the clinic. First aid kits. AEDs are in various locations around Port Fairy.	Excellent	Low
4	Stakeholder identification and engagement	Do not engaged with or identify stakeholders, loss of stakeholder support	Do not engaged with or identify stakeholders, loss of stakeholder support	Minor	B 2 High	Stakeholder analysis undertaken and stakeholders list and communicated and documented in Communication Plan	Excellent	Low
5	Review and respond to each category	a) Legal Requirements b) Evaluation of Available Information (WorkSafe, Electrical Safety Victoria website) c) Records of incidents, illnesses and disease (search injury chart) d) The potential for emergency situations						

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RISK RATING

		Consequence				
		1	2	3	4	5
Likelihood	A	H	H	E	E	E
	B	M	H	H	E	E
	C	L	M	H	E	E
	D	L	L	M	H	E
	E	L	L	M	H	H

1. What is the Consequence of this happening? (1, 2, 3, 4, 5)
2. What is the Likelihood of this happening? (A, B, C, D, E)
3. On the matrix this equates to a Risk Factor of (Low [L], Medium [M], High [H], Extreme [E])

Consequence

- 5 **Catastrophic** Death, huge financial loss, irreversible damage
- 4 **Major** Extensive injuries, major financial loss
- 3 **Moderate** Medical treatment required, high financial loss
- 2 **Minor** First aid treatment required, low financial loss
- 1 **Insignificant** Minor first aid, minimal financial loss

Likelihood

- A **Almost Certain** Is expected to occur in most circumstances
- B **Likely** Will probably occur in most circumstances (1 year)
- C **Possible / Moderate** Might occur at some time (2 years)
- D **Unlikely** Could occur at some time (5 years)
- E **Rare** May occur in exceptional circumstances

RISK ANALYSIS MATRIX

Likelihood Scale

Description	Likelihood of Occurrence
Rare	Event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once every 5 years
Possible / Moderate	The event will probably occur at least once in the next 2 years
Likely	The event will probably occur at least once, if not many times during the year ahead
Almost Certain	The event is already occurring or is very likely to occur within the coming year

Consequence Scale

Impact Type						
CONSEQUENCE OF IMPACT	Financial Impact	Impacts on Public health and safety	Service Delivery Impact on Customers and Community	Environmental and Legal Compliance	Environmental damage	Image, Reputation and Public Support
Insignificant	< \$10,000	No health or safety impact. Injury managed with 1st Aid.	< 20 Customer-hours. Very localised-little disruptive effect.	No breaches.	Small, reversible environmental harm, permitted by terms of a resource consent.	No media attention or damage to reputation.

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Minor	\$10,000 to \$50,000	Minor health or safety impact on small number of people. Injury dealt with by Dr. No Hospitalisation.	20 – 500 Customer hours. Inconvenience to small group of residents.	Minor breaches affecting very small part of the system or service.	Localised non persisting contamination which dissipates / disperses. Death of flora / fauna where propagules are available locally for regeneration.	Minimal media attention, but minor damage to image to a small group of people. May be some local coverage-not front page.
Moderate	\$50,000 – 200,000	Serious health or safety impact on small number (injuries require hospitalisation) or minor impact on large number of people.	500 to 20,000 Customer-hours. Some disruption to a wider group.	One-off major breach, affecting a small part of the network or service.	Serious damage or loss to a locally important habitat or ecosystem. Loss of a population of a locally uncommon species.	Negative local media coverage, community concerned about organisation performance.
Major	\$200,000 – 1,000,000	Extensive injuries or significant health or safety impacts, single fatality.	20,000 to 500,000 Customer-hours. Significant effect on large group. Political involvement.	Several major breaches affecting a significant part of the network or service.	Damage or loss of regionally or nationally important habitat. Local loss of a species. Habitat reduced below 20% of former (1840) extent. Establishment of significant new pest.	Negative national media coverage, major decrease in community support. Loss of key staff.
Catastrophic	>\$1,000,000	Widespread health or safety impacts, multiple fatalities.	More than 500,000 Customer hours. Significant effect to community at large. Community alienation.	Widespread and major breaches of standards, failure to meet legislative requirements over most of system area / network.	Loss of a nationally significant habitat or ecosystem.	Negative international media coverage, loss of community support. External enquiry. Appointment of Commissioner.

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Control Rating

DEFINITION OF CONTROL

That part of risk management which involves the provision of policies, standards and procedures to reduce the likelihood of an adverse event occurring or reduce the impact of the event.

Controls can be:

- Preventive / detective (generally reduces likelihood); or
- Crisis / reactive (generally reduces the impact).

Examples of controls:

Rating	Description
Poor	No controls effectively reducing likelihood or impact of risk. No change to residual risk
Fair	Controls partly reduce risk, but documentation and / or operation of control should be improved. Assists with reduction of moderate and less risks, no impact of High and Extreme Risks
Good	Control substantially reduces risk, but documentation and / or operation of control could be improved. Reduces all risk factors except Extreme
Excellent	Control effectively reduces risk, is officially documented and in operation. Reduces all risk factors by two levels, eg: High to Low, Extreme to Moderate

Preventive / detective (reduce likelihood):

- Information system logical and physical access controls
- Bank reconciliations
- Review and approval processes
- Documented procedures to govern the way an activity is performed

Reactive / crisis controls (reduce impact):

- Insurance; costly control, does not reduce the likelihood or consequence
- Communication policies
- Business continuity plans
- Back ups of computer systems / files
- First aid training