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| **Command:** |  |  | | **Assessment #** | | **001** |  |
|  | | | | | | | |
| **Reviewed by:** |  | | **Date:** |  |  | |  |

|  |  |  |
| --- | --- | --- |
| **Context** | **Operation title** |  |
|  | |
| **Description** |  |
|  | |
| **Location of activity** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment team** | | | **Consultation** | | | |
| **Name** | **Position title** | | **Name** | | **Position title** | |
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| **Highest level of residual risk: □ EXTREME □ HIGH □ MEDIUM  LOW □ VERY LOW** | | | | | | |
|  | | | | | | |
| **Consultation & Exercise Director’s declaration** | | | | | | |
| **Exercise Director**  As the Exercise Director, I have been made aware of the safety risk(s) contained in this document. I accept the level of residual risk(s) and the way these risks are being controlled. | | ***Name*** | | ***Signature*** | | ***Date*** |
|  | |  | | **/ /** |

*Examples of hazards, existing controls and required risk controls associated with elements of the exercise have been provided in blue below. Delete or add hazards specific to your exercise and complete the risk rating as per matrix at the bottom of this assessment form.*

| **No.** | **Hazards** | **Associated risks** | **Known / Existing risk controls** | **Risk rating with existing controls** | | | **Additional risk controls required** | **Risk rating with additional controls** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **R** | **C** | **L** | **R** |
| **Element 1 – Exercise Set Up** | | | | | | | | | | |
| *1* | *Slips, trips and falls* | *Exercise will be conducted on open ground with varying surfaces (gravel, dirt, grass, pavement)*  *Exercise conditions will invoke dynamic actions and movements* | *All participants to being wearing approved operational PPC clothing/uniform and footwear.* | ***C2*** | ***L4*** | ***M*** | *Exercise brief to be delivered to all participants and role players identifying known hazards.*  *All safety officers and significant number of and DFES personnel on site with Senior First Aid qualifications* | ***C2*** | ***L3*** | ***L*** |
| *2* | *Objects hitting body, crushing and electrocution* | *Establishment of the observers area, including erection of tents, amenities, generators, lighting systems and other equipment/structures* | *Those involved in this activity have been trained in equipment and set up.*  *.* | ***C3*** | ***L3*** | ***M*** | *Site visit/assessment conducted at observers’ area location.* | ***C2*** | ***L3*** | ***L*** |
| *3* | *Unauthorised Access* | *Civilians gaining access into the observers area* | *Observers area is contained within a fence line with lockable gates* | ***C2*** | ***L3*** | ***M*** | *Further fencing and gating will be installed to delineate the staging area and provide a security in depth principle, restricting unauthorised access.*  *Access into the observers area will be controlled by Caltex staff* | ***C2*** | ***L2*** | ***L*** |
|  | *Vehicle Safety (External)* | *Unauthorised vehicles entering the exercise area during exercise conditions.* | *Out of exercise Caltex staff will be positioned at front gates*  *All vehicles entering the site are to be cleared by safety prior to being granted access* | ***C5*** | ***L3*** | ***H*** | *Caltex Staff member will be positioned at the front gates during the exercise to assist in preventing access into and facilitating exit from the exercise area.*  *Safety officer at front gates to confirm with vehicles they have received a safety clearance.* | ***C5*** | ***L1*** | ***M*** |
|  | *Vehicle Safety (Internal)* | *Role players coming into contact with moving vehicles during exercise.*  *.* | *All roads within the exercise area are governed by enforceable speed limits.*  *Information letter sent out to neighbouring properties advising the time the exercise will be taking place.* | ***C4*** | ***L3*** | ***H*** | *WAPol will perform road block duties on Macquarie Circuit during the first serial*  *Exercise participants briefed, all speed limits within the base are to be complied with during exercise conditions.* | ***C4*** | ***L2*** | ***M*** |
| ***Element 3: Scenario safety*** | | | | | | | | | | |
|  | *Slips, trips, falls,* | *Increased adrenalin, unsafe practices by participants and role players* | *Overall safety briefing being conducted by Chief Safety Officer plus activity specific briefings to be conducted by safety officers.*  *3 x DFES safety officers have been identified and allocated for the exercise.*  *Insp Smith will be Chief Safety Officer* | ***C3*** | ***L3*** | ***M*** | *St John Ambulance crews on scene for injuries along with WAPol and DFES personnel with Senior First Aid certificates.* | ***C3*** | ***L2*** | ***L*** |
|  | *Weather conditions* | *Exposure to extreme weather conditions resulting in illness/sickness* | *DFES employees issued with appropriate PPC for wet/cold weather and sun protection uniform.* | ***C2*** | ***L3*** | ***L*** | *Sun screen to be provided at staging area and hats will be supplied to all participants.*  *Weather conditions to be included in Exercise Briefing*  *Marquee supplied for observers* | ***C2*** | ***L2*** | ***L*** |
|  | *Actual security/emergency incident* | *Exercise participants unaware of ‘No Duff’ situation.* | *Safety officers with direct communication to EXCON will be in place with all participants who will take control and advise of a ‘No Duff’ incident.*  *DFES First aid equipment and personnel ‘No Duff’ crew will be on scene.* | ***C3*** | ***L3*** | ***M*** | *Audio bridge to be created between all agency radio operating channels to ensure ALL PERSONNEL involved in the exercise are aware of an incident at the same time.* | ***C3*** | ***L2*** | ***L*** |
|  | *Out of bounds areas within the exercise grounds* | *Role players attempting to enter dangerous and or restricted areas* | *Safety briefings nominate, specific areas that are out of bounds.* | ***C4*** | ***L3*** | ***H*** | *Restricted/dangerous areas are to be marked with ‘No go - out of bounds’ signs.*  *Safety officers to enforce out of bounds areas.* | ***C4*** | ***L1*** | ***L*** |
| **Element 3 – Out of Exercise Considerations** | | | | | | | | | | |
|  |  |  |  |  |  |  |  | **C2** | **L2** | **L** |
|  |  |  |  |  |  |  |  |  |  |  |

**Risk rating matrix** (Based on AS/ANZ 31000:2009)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood ⭢** | | **L1**  **Rare** | **L2**  **Unlikely** | **L3**  **Possible** | **L4**  **Likely** | **L5**  **Almost Certain** |
| **Probability ⭢** | | **< 2%**  The event is highly unlikely to occur, although it may occur in exceptional circumstances | **2% - 30%**  The event is not expected to occur although there is a slight possibility that it may occur | **30% - 70%**  The event might occur during an operational task | **70% - 95%**  There is a strong possibility that the event will occur on most occasions | **95% - 100%**  Expected to occur in most circumstances |
| **Consequence ⮧** | |
| **C5**  **Severe** | Death of one or more persons | **MEDIUM** | **MEDIUM** | **HIGH** | **EXTREME** | **EXTREME** |
| **C4**  **Major** | Serious injuries requiring hospitalisation | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **EXTREME** |
| **C3**  **Moderate** | Injuries requiring medical treatment at a hospital | **LOW** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** |
| **C2**  **Minor** | Minor injuries requiring only first aid treatment | **VERY LOW** | **LOW** | **LOW** | **MEDIUM** | **HIGH** |
| **C1**  **Insignificant** | No Injuries  NOT APPLICABLE | **VERY LOW** | **VERY LOW** | **LOW** | **LOW** | **MEDIUM** |

**Risk escalation process**

The five levels of risks are detailed in the table below. If you believe you have exhausted your options for managing a particular level of risk, then you must escalate it to the person responsible for resolution.

|  |  |  |
| --- | --- | --- |
| **Risk Ranking** | **Action Required** | |
| **EXTREME** |  | **Existing risks**: Use all risk control options to manage the hazard/risk or stop the activity. **A Director / CEO / Manager** may provide an exemption to continue the activity.  **Newly identified risks:** Any new activity with this risk ranking will not be implemented unless a **Director / CEO** gives approval.  **(Any exigent operational circumstances, where newly identified risks are encountered will still rely on a field risk assessment. However, this risk activity will require appropriate approval if it is to become an accepted procedure)** |
| **HIGH** |  | This level of risk isconsidered borderline unacceptable and must be given immediate priority. Investigate and apply additional risk control options and assess their ‘reasonable practicability’ before proceeding with the activity. If extra control measures are not viable, then a review must be undertaken by a **Manager** to accept the risk. |
| **MEDIUM** |  | Risk is generally regarded as being tolerable but should be further mitigated if a net benefit in doing so can be demonstrated and / or there is an additional control measure which is recognised as ‘best practice’ in other similar agencies / LGAs. |
| **LOW** |  | The level of risk is acceptable but should be monitored continuously. |
| **VERY LOW** |  | No action required at present, however review the risk as determined by the schedule. |

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| **Approval & revision history** | |
| **Document title** |  |
| **Document ID** |  |
| **Version** |  |
| **Document owner** |  |
| **Approved by** |  |
| **Date** |  |
| **Review date** |  |
| **Revision history** |  |
| **By whom** |  |
| **Availability** |  |