



ACTIVITY RISK PLANNER

A planning document to assist the Management Committee of Permaculture Toowoomba Inc. to identify potential hazards associated with activities, workshops and events and the inherent risk level, and to determine those activities that require further risk assessment.

Step 1: Identify Hazards

Hazards come in many forms. Some are common and easily identifiable such as using machinery, falling from heights and infectious diseases.

Others may be harder to identify. For example, activities that would normally be low risk are riskier when they are done in a new or unusual way, with large groups, in unfamiliar settings, or for the first time.

Hazards generally arise from the interaction between:

- physical environment
- equipment used
- activity itself and its design
- competence (knowledge/skills) of the participants
- management of the activity

Below is a list of common hazards. This is not exhaustive. Consider any other hazards when determining risk.

- Electricity
- Hazardous substances
- Dust or fumes (e.g. sawdust, smoke, gases)
- Sharp implements or objects
- Heat sources (e.g. cooking appliances, fires)
- Height/falling objects
- Fast moving objects
- Environmental conditions (e.g. isolation, rough terrain, sun exposure, bad weather, etc.)
- Restricted spaces
- Water (e.g. risk of drowning)
- High-risk tools or equipment
- Biological material (e.g. food, specimens)
- Participant considerations (e.g. behaviours, medical conditions, special needs, supervision)
- Pressurised containers (i.e. gas containers, hydraulics, balloons)
- Noise (loud, continuous)
- Heavy body contact
- Physical exertion
- Vehicles

Step 2: Assess the Level of Risk

Determine the inherent level of risk. To do this, consider planned activities in terms of:

1. Which participants will be involved (number, experience, etc.)?
2. What will participants be doing (walking, building, etc.)?
3. What will participants be using (equipment, tools, machines, heat, hazardous materials, etc.)?
4. Where will participants be (kitchen, confined space, creek, farm, at height, etc.)?
5. Who will lead the activity (competence, qualification, etc.)?

Risk assessments are best completed by more than one person, involving all those planning and delivering the activity.

Risk level is assessed by considering the **'likelihood'** of an incident occurring in combination with the **'consequence'** if it did occur.

The more likely an incident and/or the worse its consequence, the higher the risk will be.

Refer to the risk matrix as a guide to estimate an activity's risk.

Consequence of an incident occurring					
Likelihood of an incident occurring	1 - INSIGNIFICANT	2 - MINOR	3 - MODERATE	4 - MAJOR	5 - CRITICAL
	No treatment required	First Aid treatment required	Medical treatment required	Serious injury Specialist medical treatment Hospitalisation	Multiple serious injuries Disability Loss of life
5 - ALMOST CERTAIN	Medium	Medium	High	Extreme	Extreme
4 - LIKELY	Low	Medium	High	High	Extreme
3 - POSSIBLE	Low	Medium	High	High	High
2 - UNLIKELY	Low	Low	Medium	Medium	High
1 - RARE	Low	Low	Low	Low	Medium

Step 3: Determine the Control Measures

Your assessed inherent risk level of the activity will determine the minimum actions required.

Risk Level	Actions
Low	<ul style="list-style-type: none"> • Manage risk through regular planning processes
Medium	<ul style="list-style-type: none"> • Document risks and controls and manage through regular planning
High	<ul style="list-style-type: none"> • Complete an Activity Risk Assessment Form • May need to contact QWaLC Insurance
Extreme	<ul style="list-style-type: none"> • Consider alternatives to the activity • Complete an Activity Risk Assessment Form • Contact QWaLC Insurance

When planning any activity, workshop or event, complete the following steps:

1. **Identify the 'hazards'** associated with the activity.
2. **Assess the level of risk** these hazards present.
3. **Determine inherent risk level** of activity overall.
4. For **High** or **Extreme** risk activities, complete an Activity Risk Assessment

