



ACTIVITY RISK ASSESSMENT FORM

Activity, Event or Workshop:
Location:
Date/s:
Time/s:
Permaculture Toowoomba Inc. Management Committee Representative:
Activity Leader, Event Host or Workshop Facilitator:
Anticipated Number of Participants:

Use this Risk Assessment Matrix as a guide to assess the inherent risk level.

Refer to the **Activity Risk Planner** for details.

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
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

Indicate the assessed risk level and undertake the actions required for that level of risk.

Inherent risk level			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> Manage risk through regular planning processes
<input type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> Document risks and controls and manage through regular planning
<input type="checkbox"/>	High	Likely chance of a significant incident and injury requiring medical treatment	<ul style="list-style-type: none"> Complete this Activity Risk Assessment Form May need to contact QWaLC Insurance
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury	<ul style="list-style-type: none"> Consider alternatives to the activity Complete this Activity Risk Assessment Form Contact QWaLC Insurance

Planning Considerations

Incorporate the following factors when planning risk management strategies for this activity.

Which participants will be involved?

- The number of participants, size of group and participants' capabilities is considered e.g. age, experience, competence, fitness.
- Any individual participant's needs e.g. personalised learning, support provisions and health management is considered.

Where will the participants be?

- The location of the activity is considered e.g. remote/easily accessible, public /private, classroom/workshop, indoor/outdoor, or other.
- The number of participants is appropriate for the available space.
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire) and necessary controls implemented.
- The nature of the activity is considered to ascertain whether safety/exclusion zones or spectator zones are appropriate.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the participants be doing?

- The nature and duration of the activity is considered i.e. need for drinking water, food, rest, appropriate clothing.
- Instruction in rules, pre-requisite skills and safety procedures is provided to participants.
- Participant skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, EpiPen®, and participants' personal prescribed medications as required are available.
- Emergency response strategies are in place that include, but not limited to, communication plans (e.g. mobile phone), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, are not shared between participants.

What will the participants be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- All equipment (including protective equipment) is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- Relevant guidelines and procedures are adhered to for the use of equipment, compliance of equipment and appropriate work processes.

Who will be leading the activity?

- A representative of Permaculture Toowoomba Inc. will have overall responsibility for the activity.
- Sufficient supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the expertise (formal qualifications) or competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for participants and others.
- There are sufficient supervisors present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- A safety induction session (including designation of roles) is conducted with all supervisors prior to the commencement of the activity outlining risk management processes and emergency response strategies for the activity.
- Supervisors are active in their supervision, visible and are readily identifiable to participants.
- Blue Card requirements are adhered to for all supervising leaders and volunteers where there are participants under the age of 18 years.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for participants with specialised needs have been considered.

I have identified the hazards and risks relevant to this activity and provided information below in the respective boxes about the risk management strategies that will be implemented to ensure the safety of participants and others.

Supervision Requirements

Provide information about supervision for the activity

Qualification Requirements

Provide information about the leader/supervisor’s relevant qualifications and/or competence for the activity

Equipment and Facility Requirements

Provide information about equipment and facilities for the activity

Hazards and Control Measures

Hazards	Planned control measures
e.g. Sun exposure, dehydration	Participants briefed to wear sunscreen and hats and bring a water bottle.

Form Completed by:	
Name:	Position:
Email:	
Signed:	Date:

Approval from QWaLC (required for high or extreme risk activities)	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not approved for the following reasons:
By:	Designation:
Signed:	Date:

Monitoring and Review (to be completed during and/or after the activity)	Yes	No
Have additional hazards been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Were the control measures effective?	<input type="checkbox"/>	<input type="checkbox"/>
Are further or different actions required?	<input type="checkbox"/>	<input type="checkbox"/>

Details:
