

Zone 3 Canberra Risk Assessment Process

Determining The Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures.
Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
Likelihood	A -	Almost certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	Likely to occur frequently	Medium (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C -	Possible and likely to occur at some time	Low (L)	Medium (M)	High (H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	High (H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Medium (M)	High (H)	High (H)

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme (X)	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High (H)	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium (M)	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low (L)	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

RISK ASSESSMENT SUMMARY		TOPIC		Date	Issue No.	Review date
2. Identify Risks	3. Analyse Risks 4. Evaluate Risks			5. Identify and evaluate existing risk controls.		6. Further Risk Treatments
Risk (people, information, physical assets and finances, reputation)	consequence	likelihood	Risk level	What we are doing now to manage this risk.		Further Action Needed Opportunities for improvement
Player collision with arena objects (partitions and poles)	1	C	L	<ol style="list-style-type: none"> 1. Highlight partition edges and walls with fluorescent marking 2. Players are specifically instructed to move at low speed during pregame briefing 3. Posted arena rules forbid running and physical contact with other players. 4. Staff patrol arena on a spot-check basis to ensure compliance. 		N/A
Player collision with other players	1	C	L	<ol style="list-style-type: none"> 1. Players are specifically instructed to move at low speed during pregame briefing. 2. Posted arena rules forbid running and physical contact with other players. 3. Staff patrol arena on a spot-check basis to ensure compliance. 4. Player age restricted to 7 years and older 5. Players from mixed groups are generally of equivalent age/size. <p>Phasers are equipped with hand sensors that require two hands to operate – this results in the phaser being held close to the body.</p>		N/A
Player reaction to use of fog system	1	C	L	<ol style="list-style-type: none"> 1. Fog system is used on a 1% setting to minimise amount of fog in the arena. 2. System is only with the knowledge of the group. <p>Fog fluid MSDS does not indicate adverse problems.</p>		N/A
Player reaction to lighting system (e.g. seizure)	1	E	L	<ol style="list-style-type: none"> 1. No use of strobe or similar effects identified with seizures. 		N/A

This information is provided to offer guidance on a particular aspect of legislation. It is not to be taken as a statement of law and must not be construed to waive or modify any legal obligation

Player tripping in arena	1	C	L	<ol style="list-style-type: none"> 1. Carpet edges routinely inspected and taped. 2. Highlight marking paint used on ramp angle transitions. 3. Players are specifically instructed to move at low speed during pre-game briefing. 4. Posted arena rules forbid running and physical contact with other players. 5. Staff patrol arena on a spot-check basis to ensure compliance. <p>Game can be terminated centrally by staff in the case of repeated/widespread non-compliance with safety rules.</p>	N/A
Player subjected to eye exposure to laser	1	E	L	<ol style="list-style-type: none"> 1. Laser equipment used are Class II (under 1mw) and are further restricted in exposure to max 150ms. 	N/A
Player subjected to assault by other player/rough play	1	D	L	<ol style="list-style-type: none"> 1. Players are specifically instructed to avoid physical contact with other players during pregame briefing. 2. Posted arena rules forbid physical contact with other players. 3. Conditions of entry to premises reserve the right to eject unruly players. 4. Staff patrol arena on a spot-check basis to ensure compliance. 5. Game can be terminated centrally by staff in the case of repeated/widespread non-compliance with safety rules. <p>Phasers are equipped with hand sensors that require two hands to operate – this results in the phaser being held close to the body.</p>	N/A
Fire caused by faulty electrical installation or appliance	1	E	L	<ol style="list-style-type: none"> 1. Fire control measures (extinguishers, fire hoses) regular inspected and certified. 	N/A

Fire started by customer in arena	1	E	L	<ol style="list-style-type: none"> 1. Fire control measures (extinguishers, fire hoses) regularly inspected and certified 2. Exit paths and signage from the arena are regularly maintained. <p>Arena is patrolled by staff while ever players are present.</p>	N/A
Injury caused by noise	1	E	L	<ol style="list-style-type: none"> 1. Sound equipment is hard limited by design to maximum output. 2. Speaker placement is on ceiling to prevent tampering and to prevent proximity of players <p>Arena wall to reception area is constructed of soft material to allow staff to monitor noise in the arena.</p>	N/A
Injury caused by battery leakage	1	E	L	<ol style="list-style-type: none"> 1. Battery design is double-enclosure <p>Battery condition is monitored by computer and checked by staff.</p>	N/A
Cuts from windows/glass	1	E	L	<ol style="list-style-type: none"> 1. 1 Mirror in Arena - out of reach by players and secured to wall. 2. All Windows along front of building sealed by wooden panels – not accessible by players. 3. All windows in foyer sealed with 3M safety film. 	N/A