

Risk Assessment

Commercial Use of Council Controlled Area or Road



Commercial Use of Council Controlled Areas and Roads - Risk Assessment Template

The section verifies by signature that participation of all personnel listed as contributing upon completion of the document/procedure and allows for documented evidence should consensus not be achieved. The concerns of dissenting persons shall be detailed in the section below.

| Applicant Details | |
|------------------------|--|
| Name: | |
| Business Name: | |
| Location of operation: | |
| Approved by: | |
| Date: | |
| Signature: | |

Instructions for completing the Risk Assessment

1. Identify the Hazard

Think about anything that could cause harm during your activity. Examples include:

- Heat stroke from sun exposure
- Trip hazards from cables
- Electrical equipment malfunction
- Crowd congestion

Write each hazard in the 'Hazard' column, include a brief description in the 'Why is it a Hazard' column.

2. Determine the Consequence

Ask: If this hazard occurs, how serious would the outcome be?

Use this scale:

1. Write your chosen rating number in the 'Consequence' column.

| Consequence Categories | | | | |
|------------------------|---------------|---|--|---|
| RATE | IMPACT | SAFETY | PROPERTY AND ASSETS | ENVIRONMENTAL |
| 5 | Catastrophic | Death of one or more persons or serious injury or illness of multiple persons. | Severe loss/damage/failure of a Council asset impacting service for > 10,000 people or for > 7 days. Extensive repair or replacement costs. | Serious environmental harm. Irreversible, high impact, widespread. Impacts areas of high conservation value with significant remediation costs. |
| 4 | Major | Serious injury or illness of a person. | Significant loss/damage/failure of a Council asset impacting service for 1,000-10,000 people or for 3 to 7 days. High repair or replacement cost. | Long-lasting material environmental harm with intermediate spread. Actual loss or damage with major remediation cost. |
| 3 | Moderate | Moderate injury requiring treatment, resulting in lost time or restricted work. | Moderate loss/damage/failure of a Council asset impacting service for 100-1,000 people or for 1 to 3 days. Moderate repair or replacement cost. | Material environmental harm. Actual or potential loss or damage with moderate remediation cost. |
| 2 | Minor | Minor injury requiring first aid or medical treatment, not resulting in lost time or restricted work. | Minor loss/damage/failure of an asset impacting service for 10-100 people or for 1 day. Minor repair costs. | Environmental nuisance. Minor interference from an isolated release or emission, easily remediated. |
| 1 | Insignificant | Trivial or insignificant injury, not requiring treatment. | Temporary failure of an asset impacting < 10 people, or for < 4 hours. | Negligible or trivial release or emission with no impact. Self-resolving, no remediation required. |

3. Determine the Likelihood of the consequence occurring

Ask yourself: How likely is it that this consequence will occur?

Use the following scale

1. Write the chosen rating number in the 'Likelihood' column

4. Use the Risk Matrix

Cross-reference the Likelihood and Consequence in the matrix to determine the Risk Level, e.g.:

Likelihood - Possible (3) - Consequence - Minor (2) = Risk Rating of **Medium**

Write the result in the "Risk Level" column.

| | | Consequence | | | | |
|--------------------|--|----------------------|-----------|--------------|-----------|---------------------|
| | | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Catastrophic (5) |
| Likelihood | | | | | | |
| Almost Certain (5) | Almost certain to occur in most circumstances, say several times per month, >90% chance of occurring | Medium | High | High | Extreme | Extreme |
| Likely (4) | Likely to occur in most circumstances, say about once or twice per year, 50-90% chance of occurring | Medium | Medium | High | 21High | Extreme |
| Possible (3) | Possible to occur in some circumstance, say once every 2-5 years, 20-50% chance of occurring | Low | Medium | Medium | High | Extreme |
| Unlikely (2) | Unlikely to occur but could occur in the future, say once every 10 years, 1-20% chance of occurring | Low | Low | Medium | 13Medium | High |
| Rare (1) | Will rarely occur and only in exceptional circumstance, say once every 20 years or more, <1% chance of occurring | Low | Low | Low | 9Medium | High |

5. Identify Mitigation Measures

List the actions you will take to eliminate or reduce the risk. Examples:

- Provide shade and water for heat risks
- Use cable covers and signage for trip hazards
- Assign staff to monitor crowd flow

Add these to the “Mitigation Measures” column.

6. Reassess the Risk Rating

Reassess the residual risk using Step 2-4 and place risk rating in box ‘Residual Risk

7. Assign Responsibility

Place the name of the person who is responsible for managing the risk and the mitigation measures in the ‘Responsible’ column

Once the Risk Assessment (on next page) is completed, save and upload with your Commercial Permit Application.

If you require any assistance you may refer to - [Managing risks | WorkSafe.qld.gov.au](#), or contact commercialpermits@townsville.qld.gov.au

Risk Assessment

| Identified Hazard | Why is it a Hazard | Likelihood | Consequence | Risk Rating | Mitigation Measures | Risk Rating (residual) | Responsible Person |
|-------------------|--------------------|------------|-------------|-------------|---------------------|------------------------|--------------------|
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