



## SAMPLE RISK MATRIX AND CORRECTIVE ACTION TABLE

Risk Matrix	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b>	Medium 19	High 12	High 6	Extreme 2	Extreme 1
<b>Likely</b>	Medium 20	Medium 17	High 7	High 4	Extreme 3
<b>Possible</b>	Low 22	Medium 18	High 11	High 8	High 5
<b>Unlikely</b>	Low 23	Low 21	Medium 14	Medium 13	High 9
<b>Rare</b>	Low 25	Low 24	Medium 16	Medium 15	High 10

### Proposed Corrective Action

Risk Level	Action Required
Extreme Risk 1-3	<ul style="list-style-type: none"> <li>• This rating level is not acceptable</li> <li>• Report immediately to Senior Management;</li> <li>• Consider alternate activity unless appropriate controls are implemented</li> <li>• Develop specific Treatment/Action Plan for immediate implementation to address extreme risks</li> <li>• Allocate actions and budget for implementation within one month</li> <li>• Report to Senior Management on effectiveness of control</li> </ul>
High Risk 4 - 12	<ul style="list-style-type: none"> <li>• Develop and implement a specific Treatment/Action Plan for high risks</li> <li>• Consider alternate activity unless appropriate controls are implemented</li> <li>• Allocate actions and budget to minimise risk; monitor implementation</li> <li>• Report to Senior Management on effectiveness of control</li> </ul>
Medium Risk 13 - 20	<ul style="list-style-type: none"> <li>• Develop and implement a specific Treatment/Action Plan for medium risks</li> <li>• Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation</li> <li>• Management to consider additional controls</li> </ul>
Low Risk 21 - 25	<ul style="list-style-type: none"> <li>• Accept and Monitor low-priority risks</li> <li>• Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms</li> </ul>



## SAMPLE LIKELIHOOD AND CONSEQUENCES DESCRIPTORS

### Likelihood Descriptors

Rating	Description
Rare	Only ever occurs under exceptional circumstances
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
Possible	Not generally expected to occur but may under specific circumstances
Likely	Will probably occur at some stage based on evidence of previous incidents
Almost Certain	Event expected to occur most times during normal operations

### Consequence Descriptors

MASTER CATEGORY	RATING	DESCRIPTION
Financial	Insignificant	Negligible financial loss (< \$10,000); no impact on program or business operations
Financial	Minor	Minor financial loss (\$10,000 - \$50,000); minimal impact on program or business operations
Financial	Moderate	Significant financial loss (\$50,000 - \$500,000); considerable impact on program or business operations
Financial	Major	Major financial loss(\$500,000 - \$1M); severe impact on program or business operations
Financial	Catastrophic	Extensive financial loss (\$1M+); loss of program or business operation
OH & S	Insignificant	First Aid only required
OH & S	Minor	Minor medical treatment with or without potential for lost time
OH & S	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
OH & S	Major	Individual fatality or serious long term injury
OH & S	Catastrophic	Multiple fatalities or extensive long term injury

Public Liability	Insignificant	First Aid only required; minimal loss to organisation
Public Liability	Minor	Some medical treatment required; medium loss to organisation
Public Liability	Minor	Some medical treatment required; medium loss to organisation
Public Liability	Moderate	Significant injury involving medical treatment or hospitalisation; high loss to organisation
Public Liability	Major	Severe injuries or fatality to individual; very high loss to organisation
Public Liability	Catastrophic	Multiple fatalities or extensive long term injuries; worst case loss to organisation
Reputation	Insignificant	Isolated, internal or minimal adverse attention or complaint
Reputation	Minor	Heightened local community concern or criticism
Reputation	Moderate	Significant public criticism with or without media attention
Reputation	Major	Serious public or media outcry; broad media attention
Reputation	Catastrophic	Extensive public outcry; potential national media attention
Natural Hazards	Insignificant	Minimal physical or environmental impact; isolated hazards only; dealt with through normal operations
Natural Hazards	Minor	Minor physical or environmental impact; hazards immediately controlled with local resources
Natural Hazards	Moderate	Significant physical or environmental impact; hazards contained with assistance of external resources
Natural Hazards	Major	Major physical or environmental impact; hazard extending off-site; external services required to manage
Natural Hazards	Catastrophic	Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required
Political & Governance	Insignificant	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations
Political & Governance	Minor	Contained non-compliance or breach with short term significance; some impact on normal operations
Political & Governance	Moderate	Serious breach involving statutory authority or investigation; significant failure of internal controls; adverse publicity at local level
Political & Governance	Major	Major breach with formal inquiry; critical failure of internal controls; widespread adverse publicity
Political & Governance	Catastrophic	Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened
Contractual & Legal	Insignificant	Isolated non-compliance or breach; negligible financial impact
Contractual & Legal	Minor	Contained non-compliance or breach with short term significance and minor financial impact
Contractual & Legal	Moderate	Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact
Contractual & Legal	Major	Major breach with fines and litigation; long term significance and major financial impact
Contractual & Legal	Catastrophic	Extensive fines and litigation with possible class action; threat to viability of program or service

## Sample Event Risk Assessment - Completed

Activity	Risk	Chance/ Likelihood	Impact	Level of Risk	Control Measures
<b>Street Stalls</b>	Electrocution	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>- All electrical leads and appliances to have current certification and testing tags (refer Market Stall Registration Form – Appendix 9.4 of Operation Manual).</li> <li>- All electrical leads to be off the ground and not exposed to water</li> </ul>
	Fire/ explosion from gas cylinders and/ or cooking facilities	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>- All gas cylinders to have current inspection stamp</li> <li>- Fire fighting equipment to be readily accessible</li> <li>- Cooking facilities to be located away from flammable materials. (eg: hay bails)</li> </ul>
	Food Poisoning	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>- Stall holders must comply with Australian National Food standards and health regulations.</li> </ul>
	Public Injury from stall holder vehicles	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>- Stall holders to abide by setup and set down times as per registration form.</li> </ul>
<b>Waste Disposal</b>	Public Health	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>- Additional waste disposal bins to be provided</li> <li>- Waste disposal bins to be cleared daily</li> <li>- Stall holders to keep sites rubbish free.</li> </ul>
<b>Public Health &amp; Safety</b>	Insufficient First Aid/ medical provision	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>- SES controllers available as first aid personnel</li> <li>- St Johns ambulance officer in attendance</li> <li>- First Aid post established and erect signage</li> </ul>
	Crowd Behaviour – resulting in injury to public	Rare	Minor	Low	<ul style="list-style-type: none"> <li>- Alcohol free zone</li> <li>- Police presence</li> <li>- Traffic Controllers</li> </ul>
	Adverse Weather Conditions – resulting in injury or ill health	Possible	Minor	Moderate	<ul style="list-style-type: none"> <li>- Postpone / Cancel event if required.</li> </ul>
	Traffic incidents – resulting in injury to public	Rare	Major	High	<ul style="list-style-type: none"> <li>- Traffic Management Plan</li> <li>- CBD closed to normal vehicle traffic</li> <li>- Media releases</li> <li>- Traffic Controllers</li> <li>- Police presence</li> </ul>

Activity	Risk	Chance/ Likelihood	Impact	Level of Risk	Control Measures
					<ul style="list-style-type: none"> <li>- Erect Detour Signs and install barricades as per traffic management plan</li> </ul>
	Insufficient Toilet facilities	Likely	Insignificant	Moderate	<ul style="list-style-type: none"> <li>- Utilise amenities at public school, CWA building and public toilets in parks</li> <li>- Display map of available public toilets</li> </ul>
<b>Closure of town centre to traffic</b>	Access & egress for emergency services	Possible	Moderate	High	<ul style="list-style-type: none"> <li>- SES controllers available as first aid personnel</li> <li>- Police controller in attendance</li> <li>- Police are to take control in all emergencies and co-ordinate with other emergency services as required</li> <li>- Traffic Management Plan attached</li> </ul>