

RISK ASSESSMENT FORM – General Guidelines

Test of Practicability

Regard must be had to

- (a) the severity of the hazard or risk in question;
- (b) the state of knowledge about that hazard or risk and any ways of removing or mitigating that hazard or risk;
- (c) the availability and suitability of ways to remove or mitigate that hazard or risk; and
- (d) the cost of removing or mitigating that hazard or risk;

Risk Assessment Process

- Identify job / process
- Identify all the steps / processes
- Identify the hazards associated with the task / process
- Assess the risk associated with each identified hazard. Use the Risk Ranking Table and the Risk Rating Table.
- Determine the best control. Refer to the Hierarchy of Control for guidance. Use the test of practicability to determine which highest level control should be used.
- Assess residual (remaining) risk for each proposed control. If the hazard can be eliminated the residual risk score is **0** and the residual risk rating is “*nil*”.

Hierarchy of Control

Elimination	removal of the hazard or discontinuing the process
Substitution	using a less-hazardous process, chemical etc
Engineering	changing the physical characteristics of the plant eg. design modification, installation of guarding etc.
Isolation	isolating the plant and using remote controls etc.
Administrative	procedures that apply a safe system of work
Personal Protective Equipment (PPE)	Equipment that protects the user. This is the least preferred method of control and more suitable as a short term control measure.

RISK ASSESSMENT FORM – Part A Hazard Identification

Activity / Process	Identified Hazard	Haz. #	Initial Risk Level	Initial Risk Score
Movement of vehicles in and out of “Dry Pit” area	Collision with pedestrians moving about feeder roads	1.	4D	Low
	Collision with pedestrians moving about Dry Pit	2.	3D	Low
	Collision with public vehicles approaching/parking on feeder roads	3.	4E	Low
	Pedestrians falling as result of wheel tracks in grass	4.	4D	Low
Storage and display of vehicles (including boats and trailers) in Dry Pit	Pedestrians colliding with parked vehicles	5.	4E	Low
	Pedestrians tripping over tools/equipment being used by crews in vicinity of boats	6.	4E	Low
Repairs carried out to competing boats whilst in Dry Pit	Pedestrians slipping in cooling water left on pavement/grass during/after boat engine running	7.	4E	Low
	Damage to pavement/grass from oil/waste/tools	8.	4E	Low
	Noise whilst boat engines running	9.	2E	Low

Probability		Consequence	
1	Expected	A	Death
2	Often	B	Permanent Disability
3	Sometimes	C	Lost Time Injury
4	Rarely	D	Medical Treatment
5	Highly Unlikely	E	First Aid Treatment

	A	B	C	D	E
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HIGH : 25 – 20
MEDIUM : 19 – 11
LOW : 10 – 1

RISK ASSESSMENT FORM – Part A Hazard Identification

Refuelling of boats in Dry Pit	Fuel fire during refuelling	10.	5A	Medium
	Damage to grass from fuel spill	11.	4E	Low
Use of crane to launch boats	Collision with pedestrians whilst moving crane into position	12.	3D	Low
	Collision with pedestrians whilst moving vehicle from Dry Pit to crane area	13.	3D	Low
	Unauthorised individuals entering crane lift area	14.	3D	Low
	Unfavourable weather conditions for crane lift	15.	5E	Low
	Boat falling from crane	16.	5A	Medium
On-Water Collision	Collision between race boat and bank/structure	17.	5C	Low
	Collision between race boat and floating debris	18.	3E	Low
	Collision between race boats	19.	5A	Medium
	Collision between race boat and official rescue boat	20.	5A	Medium
	Collision between race boat and public boat	21.	5A	Medium

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RISK ASSESSMENT FORM – Part A Hazard Identification

Capsize	Race boat capsizing	22.	3D	Low
Person overboard	Competitor being ejected from race boat	23.	4D	Low
Fire	Fire onboard race boat	24.	4C	Low
Propeller injury	Injury to participant/public from propeller	25.	5D	Low
Failure of Rescue Boat	Failure of rescue boats to attend any incident	26.	5E	Low
Adverse Weather	Adverse weather causing increased danger to competitors, course officials and public	27.	3E	Low
Communication Failure	Failure of communications between Race Control and rescue boats and/or race boats	28.	4E	Low
Failure to adequately brief participants		29.	5E	Low
Public incursion on helicopter landing site	Injury to members of the public caused by entry to helicopter landing site and subsequent strike by helicopter	30.	3A	Medium

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For each identified hazard record the corrective action required, residual risk rating/score, person or department responsible and start and end dates.

RISK ASSESSMENT FORM – Part B Risk Assessment

Haz. #	Corrective Actions Required (Ref. Hierarchy of Control)	Residual Risk Level	Residual Risk Score	Person Responsible	Notes
1	Competitors to move vehicles and tow boats at safe speed in vicinity of Dry Pit	Low	2	APBAOC and crews	
2	Marshalling of spectators by race officials and individual race crew during vehicle movements	Low	2	APBAOC and crews	
3	Competitors to move vehicles and tow boats at safe speed in vicinity of Dry Pit	Low	1	Crews of competing boats	
4	Mechanical roller to be sourced as necessary to repair any grassed area	Low	2	APBAOC	
5	All vehicles and boats/trailers parked in uniform fashion to avoid opportunity for collision	Low	1	APBAOC and crews	
6	Crews to ensure that all materials/tools/equipment to be contained within immediate vicinity of vehicles and removed immediately following use	Low	1	APBAOC and crews	

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RISK ASSESSMENT FORM – Part B Risk Assessment

7	Marshalling of spectators by race officials and individual race crew during engine testing/running	Low	1	APBAOC and crews	
8	Crews to place plastic sheets over pavement/grass when carrying out such works	Low	1	APBAOC and crews	
9	Provide verbal warning to spectators prior to engine running	Low	1	APBAOC and crews	
10	Erect perimeter fencing/bunting 20m from refuelling to exclude public from refuelling area. Refuelling to be carried out during nominated time (early morning & late afternoon) to minimise public attendance. Bunting and adequate signage to be erected to exclude public and non-essential participants from refuelling area. Fuel storage drums to be stored in containment areas. Fire fighting equipment on hand during refuelling. Spill kit on hand during refuelling.	Medium	11	APBAOC and crews	
11	Fuel to be stored within sealed containment devices. Plastic sheets to be placed over grass in vicinity of fuel transfer.	Low	3	APBAOC and crews	

Risk Ranking Table

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12	Marshalling of spectators by race officials and individual race crew during vehicle movements	Low	5	APBAOC and Crews	
13	Marshalling of spectators by race officials and individual race crew during vehicle movements	Low	5	APBAOC and crews	
14	Significant use of safety bunting and warning signs to identify crane lift area. Crane operator, race officials and race crews to marshal area.	Low	4	APBAOC, Crane operator & race crews	
15	Lifting not to be carried out if conditions dictate	Low	1	Crane operator	
16	All lifting equipment within specifications	Low	4	Crane operator and crews	
17	All boats scrutineered prior to race to ensure all steering equipment in good working order. Competitors led on "sighting lap" prior to race start to ensure competitors knowledge of course layout and proximity to bank/structures. Temporary fencing erected where necessary to ensure public are excluded from risk areas.	Low	4	APBAOC & competitors	

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18	Rescue boat crews to maintain lookout for floating/semi-submerged debris and collect as necessary. Rescue boat crews to advise Race Control of presence of debris. Race Control to convey advice to competitors by radio.	Low	3	APBAOC	
19	Race boats provided with designated “pole positions” during start procedure (highest likelihood of collision). Competitors briefed as to racing rules prior to race.	Low	5	APBAOC & competitors	
20	APBAOC Start Boat conducts “sweep lap” prior to race start to ensure that all Rescue Boats are within or clear of “race line”. “Sighting Lap” by competitors ensures that competitors are aware of position of Rescue Boats. Communication from Race Control to Rescue Boats to instruct on repositioning if necessary.	Low	3	APBAOC & competitors	

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21	Rescue Boats on course 60 minutes prior to race start and maintain lookout for spectator boats. Spectators directed to preferred safe “anchorage”. Start Boat further clears course during “sweep lap”. “Sighting Lap” by competitors ensures that competitors are aware of position of spectator boats. Rescue Boats to advise race Control of any incursion by public boat so that additional Rescue Boats or Government vessels can be mobilised to remove public boat. Competitors to be advised of incursion by radio in the event that potential for collision increases.	Low	4	APBAOC & Spectator	
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22	Race stopped in the event of race boat capsizing to enable rescue to take place. Competitors in “open cockpit” boats required to wear PFD1 and crash helmet to minimise risk of injury. Competitors in “safety cell” boats required to wear inflatable life vests, crash helmets and have emergency air supply. Rescue boats, helicopters, divers and medical personnel mobilised to scene of incident in order to provide assistance as necessary. Additional SAR resources sought via 000 as necessary. Race Control to report incident to appropriate Policing agency in timely fashion.	Low	5	APBAOC & Seppelt	
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23	Race stopped in the event of competitor being ejected to enable rescue to take place. Competitors in “open cockpit” boats required to wear PFD1 and crash helmet to minimise risk of injury. Rescue boats, helicopters, divers and medical personnel mobilised to scene of incident in order to provide assistance as necessary. Additional SAR resources sought via 000 as necessary. Race Control to report incident to appropriate Policing agency in timely fashion.	Low	5	APBAOC & Seppelt	
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24	All race boats required to carry fire extinguishers within reach of competitors. At least two Rescuer Boats carry fire fighting equipment, including petrol-powered water pumps. Race stopped in event of fire to enable safe rescue. Rescue boats, helicopters, divers and medical personnel mobilised to scene of incident in order to provide assistance as necessary. Additional SAR resources sought via 000 as necessary. Race Control to report incident to appropriate Policing agency in timely fashion.	Low	2	APBAOC & competitors	
25	Rescue crews and competitors instructed during briefings to maintain adequate distance from capsized boat or ejected competitor to ensure nil risk of propeller injury.	Low	2	APBAOC & competitors	

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26	Adequate number of Rescue Boats positioned along course to ensure coverage of course in the event of engine failure (or other failure) of rescue Boat. Placement of rescue Boats ensured overlap of visual surveillance. Rescue facilities repeated across various rescue Boats to ensure redundancy.	Low	1	APBAOC	
27	Race Control monitors Bureau of Meteorology forecasts prior to race. Race shortened or alternative race course employed if inclement conditions require. Competitors advised of alternative course during morning briefing.	Low	2	APBAOC	
28	Communications between Race Control and Rescue conducted on VHF72. Communications between Race Control and Competitors conducted on VHF77. Cellular telephone communications used as back up between Race Control and Rescue Boats. System of coloured flags used to communicate between Race Control and Competitors. All Rescue Boats required to conduct radio check at least 45 minutes prior to race start.	Low	1	APBAOC, Rescue Crews & Competitors	

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29	All Rescue Boats crews fully briefed on day prior to race. All Competitors briefed on day prior to race. All Competitors given follow up briefing and breath-tested on morning of race.	Low	1	APBAOC, Rescue Competitors	
30	Helicopter landing site to be adequately signed around perimeter to ensure public awareness. "Spotter" to be positioned to ensure that public are not able to enter landing area. All helicopter movements to be carried out in accordance with CASA guidelines.	Low	4	APBAOC & Helicopter provider	

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