

Use *Table 1 and Table 2* to determine the likelihood of the risk occurring and the consequence if it did. Then, use the consequence and likelihood ratings to determine the level of risk in *Table 3*.

Table 1 - Measures of Consequence or Impact

Level	Description	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, minor impact, medium financial loss
3	Moderate	Medical treatment required, moderate impact, high financial loss
4	Major	Extensive injuries, loss of production capability, major impact, major financial loss
5	Catastrophic	Death, detrimental effect, huge financial loss

Table 2 - Measures of Likelihood

Level	Description	Example detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 3 – Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

### Legend

- E** Extreme risk; immediate action required
- H** High risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

(Risk Management Standard AS/NZ 4360:2004)



# RISK REGISTER

Date of Risk Review 9/07/2015

Compiled By Jane Smith

Activity **Sale of Raffle Tickets**

Ref	The Risk: What Can Happen and how it can happen?	Level of Consequence should it happen	Level of Likelihood it will happen	Level of Risk	Treatment Option(s)  How Can the Risk Be Reduced?	Level of Consequence should it happen after Treatment	Level of Likelihood it will happen after Treatment	Has the Level of Risk Changed Now? (After Applying Treatment Option?)	Accept Avoid Reduce Transfer or Retain?
1	<u>Trips/Slips/Falls</u> Customers or pedestrians tripping or running into outdoor café equipment. Staff running into pedestrians	2	C	M	Permit Holder to undertake an inspection of the area prior to permit being issued. Permit condition require permit holder to ensure footpath kept clear and tidy.	2	C	M	Accept
2	<u>Manual Handling Hazards</u> Lifting and moving Furniture or equipment	2	C	M	Minimal manual handling will be undertaken. Two persons to lift heavy items.	2	C	M	Accept
3	<u>Alcohol Related Hazards -</u> alcohol consumed in unlicensed area	3	D	M	Alcohol is not permitted to be consumed. Permit Holder to ensure compliance	3	D	M	Accept
4	<u>Use of unauthorised area -</u> impeding pedestrian use of footpath	2	C	M	Permit Holder responsible of ensuring that all tables, chairs and furniture remain within the permit zone.	2	C	M	Accept
5	<u>Extremes of Temperature and UV</u>	1	C	L	Permit area under verandah. Alternative indoor area available during inclement weather	1	C	L	Accept
6	<u>Food Poisoning</u>	3	E	M	All food and beverages prepared indoors and conveyed tp Permit Area.	3	E	M	Accept
7	<u>Pests/animals that may pose a risk to health</u>	2	D	L	No animals are permitted within the permit zone. Permit Holder to monitor and regulate.	2	D	L	Accept
8	<u>Personal Safety</u>	2	C	M	Permit Holder to phone 000 if harrassed by public or robbery occurs. Only small amount of money to be kept in permit space	2	C	M	Accept
9									
10									

Example