

Example Safety Action Plan

Identified hazard	*Risk rating	What control measures are to be established and implemented?	Person responsible to action	Date to be actioned by	Completion date and signed
Tables Collapsing	Moderate	Ensure legs are properly tables with heavy items	Myself	Event Day	
Items falling out of vehicle during bump in bump out	Moderate	or underneath heavy items. Use tie downs to secure bulky items.	Driver of the vehicle	Event Day	
Spreading sickness	Low	available. Be aware of what you touch.	All staff/volunteers	Week of Event	
Glass smashing	Moderate`	Have dustpan and brush on hand. Move glass away from edges of tables.	Myself	Event Day	
Marquee blowing over	High	Ensure marquee legs are secured down with weights. When putting marquee up, check to make sure all legs are clicked in properly.	Bump in staff/volunteers	Event Day	
Appliance catching on fire	Low	Have a fire extinguisher and make sure all cords are tag and tested.	Myself	Event Day	

Risk assessment matrix

**Use the risk rating table to assess the level of risk for each job step.

		Likelihood				
		1	2	3	4	5
Consequence		Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost Certain The event is expected to occur most circumstances
1	Insignificant No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	Minor First aid treatment	LOW		MODERATE		