

Risk Assessment Form

**Purpose of this Form**

Qld Sportfishers (ANSA QLD) values the health, safety and well-being of all of our members, both on and off the water. This risk assessment form has been developed to assist QLD Sportfishers, and our affiliated clubs, to assess the risks of events and activities that they conduct.

It is the responsibility of the primary event or activity organiser to ensure that all risks are identified and appropriate measures put in place to reduce the likelihood and potential consequences of these risks.

**Completing a Risk Assessment**

To properly assess, measure and control risks follow the four steps and use the risk matrix below.

1. Identify hazards

2. Assess risks that may result because of the hazards

3. Decide on control measures to prevent or minimise the level of the risks

4. Monitor and review the effectiveness of measures

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| --- | --- | --- | --- |
|  | **Consequences** | | |
| **Likelihood** | Major  (death/disability) | Serious  (serious injury / hospitalisation) | Minor  (injury requiring first aid) |
| Very Likely  (Will certainly happen) | Extreme | High | High |
| Likely  (Probably happen at some time) | High | High | Medium |
| Unlikely  (could  happen at some time) | High | Medium | Medium |
| Very unlikely  (might happen but only rarely) | Medium | Medium | Low |

**Category of Risk**

|  |  |
| --- | --- |
| Low | Acceptable level of risk |
| Medium | Reduce risk as soon as possible |
| High / Extreme | Risk must be reduced before proceeding |

***EXAMPLE ONLY***

*The activities below are examples to assist in completing your event or activity risk assessment.*

|  |  |
| --- | --- |
| *Event/Activity Name:*  *Interclub weekend* | *Date of event:*  *1st January 2020* |
| *Club (primary organiser):*  *QLD Sportfishers* | |
| *Name or person/s conducting assessment:*  *John Smith (events co-ordinator)* | |

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| --- | --- | --- | --- | --- |
| ***Activity*** | ***Risk/Hazard*** | ***Risk Score***  ***(Before control measure/s)*** | ***Control*** | ***Risk Score***  ***(After control measures)*** |
| *Food preparation* | *Food poisoning* | *Medium* | *Caterers to have safe food handling certification*  *Use of disposable gloves and serving utensils* | *Low* |
| *BBQ* | *Burns / scolds*  *Slipping / tripping* | *Medium* | *Use correct cooking utensils*  *Fence off area*  *Use non-slip flooring* | *Low* |
| *Fish weighin* | *Cuts / spikes*  *Slipping / tripping* | *Medium* | *PPE (gloves)*  *Fenced off area*  *Safe manual handling* | *Low* |
| *Lure casting competition* | *Hit by lure*  *Hooks in skin* | *Medium* | *Fence off area*  *Remove hooks from lure* | *Low* |
| *Fishing (boating)* | *Bad weather*  *Boats striking underwater hazards* | *Medium* | *Monitor weather*  *Establish fishing/boating boundaries*  *Brief anglers before event* | *Low* |

**Risk Assessment**

Must be completed prior to the event / activity.

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| --- | --- |
| **Event/Activity Name:** | **Date of event:** |
| **Club (primary organiser):** | |
| **Name or person/s conducting assessment:** | |

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| --- | --- | --- | --- | --- |
| **Activity** | **Risk/Hazard** | **Risk Score**  **(Before control measure/s)** | **Control** | **Risk Score**  **(After control measures)** |
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| **Activity** | **Risk/Hazard** | **Risk Score**  **(Before control measure/s)** | **Control** | **Risk Score**  **(After control measures)** |
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**Acknowledgment**

By signing, I/we acknowledge that I/we have completed the risk assessment to the best of my/our ability and knowledge.

Name: ……………………………………………………………………. Position: ……………………………………….

Signature: ……………………………………………………………….. Date: ……………………………………………

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