|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Command:** |  |  | | **Assessment #** | | **001** |  |
|  | | | | | | | |
| **Reviewed by:** |  | | **Date:** |  |  | |  |

|  |  |  |
| --- | --- | --- |
| **Context** | **Operation title** |  |
|  | |
| **Description** | Drill Style Exercise |
|  | |
| **Location of activity** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment team** | | | **Consultation** | | | |
| ***Name*** | ***Position title*** | | ***Name*** | | ***Position title*** | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  | | | | | | |
| **Highest level of residual risk: □ EXTREME □ HIGH □ MEDIUM 🞕 LOW □ VERY LOW** | | | | | | |
|  | | | | | | |
| **Consultation & Commander’s declaration** | | | | | | |
| **Commander**  As the commander, I have been made aware of the safety risk(s) contained in this document. I accept the level of residual risk(s) and the way these risks are being controlled. | | ***Name*** | | ***Signature*** | | ***Date*** |
|  | |  | | **/ /** |

\*Examples of hazards, existing controls and required risk controls associated with elements of the exercise have been provided in red below. Delete or add hazards specific to your exercise and complete the risk rating as per matrix at the bottom of this assessment form. Delete this instruction upon completion of the risk assessment

| **No.** | **Hazards** | **Associated risks** | **Known / Existing risk controls** | **Risk rating with existing controls** | | | **Additional risk controls required** | **Risk rating with additional controls** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **R** | **C** | **L** | **R** |
| **Element 1 – Exercise Set Up** | | | | | | | | | | |
| 1 | Slips, trips and falls | Exercise will be conducted on open ground with varying surfaces (gravel, dirt, grass, pavement)  Exercise conditions will invoke dynamic actions and movements | All participants to being wearing approved operational PPC clothing/uniform and footwear. | **C2** | **L4** | **M** | Exercise brief to be delivered to all participants and role players identifying known hazards.  All safety officers and significant number of and Tasmania Fire Service personnel on site with Senior First Aid qualifications | **C2** | **L3** | **L** |
| 2 | Objects hitting body, crushing and electrocution | Establishment of the observers area, including erection of tents, amenities, generators, lighting systems and other equipment/structures | Those involved in this activity have been trained in equipment and set up.  . | **C3** | **L3** | **M** | Site visit/assessment conducted at observers area location. | **C2** | **L3** | **L** |
| 3 | Unauthorised Access | Civilians gaining access into the observers area | Observers area is contained within a fence line with lockable gates | **C2** | **L3** | **M** | Further fencing and gating will be installed to delineate the staging area and provide a security in depth principle, restricting unauthorised access.  Access into the observers area will be controlled by Caltex staff | **C2** | **L2** | **L** |
|  | Vehicle Safety (External) | Unauthorised vehicles entering the exercise area during exercise conditions. | Out of exercise Caltex staff will be positioned at front gates  All vehicles entering the site are to be cleared by safety prior to being granted access | **C5** | **L3** | **H** | Caltex Staff member will be positioned at the front gates during the exercise to assist in preventing access into and facilitating exit from the exercise area.  Safety officer at front gates to confirm with vehicles they have received a safety clearance. | **C5** | **L1** | **M** |
|  | Vehicle Safety (Internal) | Role players coming into contact with moving vehicles during exercise.  . | All roads within the exercise area are governed by enforceable speed limits.  Information letter sent out to neighbouring properties advising the time the exercise will be taking place. | **C4** | **L3** | **H** | TasPol will perform road block duties on Macquarie Circuit during the first serial  Exercise participants briefed, all speed limits within the base are to be complied with during exercise conditions. | **C4** | **L2** | **M** |
| **Element 3: Scenario safety** | | | | | | | | | | |
|  | Slips, trips, falls, | Increased adrenalin, red mist, unsafe practices by participants and role players | Overall safety briefing being conducted by Chief Safety Officer plus activity specific briefings to be conducted by safety officers.  3 x TFS safety officers have been identified and allocated for the exercise.  Insp Smith will be Chief Safety Officer | **C3** | **L3** | **M** | Ambulance Tasmania crews on scene for injuries along with TasPol and TFS personnel with Senior First Aid certificates. | **C3** | **L2** | **L** |
|  | Weather conditions | Exposure to extreme weather conditions resulting in illness/sickness | TFS employees issued with appropriate PPC for wet/cold weather and sun protection uniform. | **C2** | **L3** | **L** | Sun screen to be provided at staging area and hats will be supplied to all participants.  Weather conditions to be included in Exercise Briefing  Marquee supplied for observers | **C2** | **L2** | **L** |
|  | Actual security/emergency incident | Exercise participants unaware of ‘No Duff’ situation. | Safety officers with direct communication to ExCon will be in place with all participants who will take control and advise of a ‘No Duff’ incident.  TFS First aid equipment and pesonnel ‘No Duff’ crew will be on scene. | **C3** | **L3** | **M** | Audio bridge to be created between all agency radio operating channels to ensure ALL PERSONNEL involved in the exercise are aware of an incident at the same time. | **C3** | **L2** | **L** |
|  | Out of bounds areas within the exercise grounds | Role players attempting to enter dangerous and or restricted areas | Safety briefings nominate, specific areas that are out of bounds. | **C4** | **L3** | **H** | Restricted/dangerous areas are to be marked with ‘No go - out of bounds’ signs.  Safety officers to enforce out of bounds areas. | **C4** | **L1** | **L** |
| **Element 3 – Out of Exercise Considerations** | | | | | | | | | | |
|  |  |  |  |  |  |  |  | **C2** | **L2** | **L** |
|  |  |  |  |  |  |  |  |  |  |  |

**Document distribution:**

1. Original form to be kept on-site in the audit evidence folder for 5 years
2. Maintain a copy with the task documents

**Risk rating matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood ⭢** | | **L1**  **Rare** | **L2**  **Unlikely** | **L3**  **Possible** | **L4**  **Likely** | **L5**  **Almost Certain** |
| **Probability ⭢** | | **< 2%**  The event is highly unlikely to occur, although it may occur in exceptional circumstances | **2% - 30%**  The event is not expected to occur although there is a slight possibility that it may occur | **30% - 70%**  The event might occur during an operational task | **70% - 95%**  There is a strong possibility that the event will occur on most occasions | **95% - 100%**  Expected to occur in most circumstances |
| **Consequence ⮧** | |
| **C5**  **Severe** | Death of one or more persons | **MEDIUM** | **MEDIUM** | **HIGH** | **EXTREME** | **EXTREME** |
| **C4**  **Major** | Serious injuries requiring hospitalisation | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **EXTREME** |
| **C3**  **Moderate** | Injuries requiring medical treatment at a hospital | **LOW** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** |
| **C2**  **Minor** | Minor injuries requiring only first aid treatment | **VERY LOW** | **LOW** | **LOW** | **MEDIUM** | **HIGH** |
| **C1**  **Insignificant** | No Injuries  NOT APPLICABLE | **VERY LOW** | **VERY LOW** | **LOW** | **LOW** | **MEDIUM** |
| Risk matrix is derived from the Search Warrant Risk Assessment Tool and based on AS/ANZ 31000:2009 | | | | | | |

**Risk escalation process**

The four levels of risks are detailed in the table below. If you believe you have exhausted your options for managing a particular level of risk, then you must escalate it to the person responsible for resolution.

|  |  |  |
| --- | --- | --- |
| **Risk Ranking** | **Action Required** | |
| **EXTREME** |  | **Existing risks**: Use all risk control options to manage the hazard/risk or stop the activity. An **Assistant Commissioner / Equivalent** or **above** may provide an exemption to continue the activity.  **Newly identified risks:** Any new activity with this risk ranking will not be implemented unless a **DCOP** gives approval.  **(Any exigent operational circumstances, where newly identified risks are encountered will still rely on a tactical field risk assessment. However, this risk activity will require appropriate approval if it is to become an accepted procedure)** |
| **HIGH** |  | This level of risk isconsidered borderline unacceptable and must be given immediate priority. Investigate and apply additional risk control options and assess their ‘reasonable practicability’ before proceeding with the activity. If extra control measures are not viable, then a review must be undertaken by a **Superintendent** or **equivalent** to accept the risk. |
| **MEDIUM** |  | Risk is generally regarded as being tolerable but should be further mitigated if a net benefit in doing so can be demonstrated and / or there is an additional control measure which is recognised as ‘best practice’ in other relevant law enforcement jurisdictions. |
| **LOW** |  | The level of risk is acceptable but should be monitored continuously. |
| **VERY LOW** |  | No action required at present, however review the risk as determined by the schedule (see 4.3.1 *Health and safety risk management procedures*. |

|  |  |
| --- | --- |
| **Approval & revision history** | |
| **Document title** | *Health & safety risk assessment form* |
| **Document ID** | 4.3.3 |
| **Version** | 2.0 |
| **Document owner** | Workforce Safety |
| **Approved by** | Commander, Human Resources |
| **Date** | March 2015 |
| **Review date** | March 2017 |
| **Revision history** | Inserted new risk matrix  Modified the risk recording form (deleted reference to the 5 categories of risk)  Deleted reference to ALARP  Modified the risk escalation process |
| **By whom** | Workforce Safety |
| **Availability** | Unclassified |