RISK ASSESSMENT GUIDELINES FOR COMMERCIAL ACTIVITIES REQUIRING PERMITS ON CITY AND PUBLIC LAND

The City of Rockingham's "Commercial Activities requiring permits on City and Public Land Information and Application Form" provides details of the information required to be lodged with a Traders permit application.

Applicants lodging a permit application are also required to prepare and submit a Risk Assessment.

A Risk Assessment must cover the whole operations of your activity and take into account:

(a) The identification of all potential hazards posed by your activity;
(b) The likelihood of consequences/outcomes of these hazards; and
(c) What is the potential risk of the hazard and appropriate control of identified hazards, i.e. what is needs to be done to eliminate or control the risk e.g. first aid, emergency response and evacuation plan.

To complete a Risk Assessment you can either:
1. Complete the following form; or
2. Prepare your own Risk Assessment.

Your Risk Assessment must be lodged as a part of your permit application.

RISK ASSESSMENT

Applicant Name :		Date:
Business Name :		
Proposed Activity:		
Proposed Locations:		
Equipment Being Used During Activity:		

The City of Rockingham is collecting your personal information to process an application for a Commercial Traders Permit under the City of Rockingham Public Places and Local Government Property Local Law 2018. It may also be used for secondary purposes which would be reasonably expected.
We may share this information with other government agencies in order to assess the application. If you choose to not provide your personal information, we may not be able to process the application.
To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

IDENTIFY ALL HAZARDS, POTENTIAL RISK OF HAZARD AND PROPOSED CONTROLS TO ELIMINATE RISK FOR YOUR COMMERCIAL ACTIVITY- This is to cover all personnel, the public, environment, equipment/machinery and property.

What are the Hazards?	**Why is it a hazard? What could happen?**	**Level of Potential Risk of Hazard** (Use 'Risk Assessment Matrix')	**Proposed Solutions** (include both long and short term solutions)	**By Whom**
Example: *Sky Diver lands on a member of the public*	*could result in a serious injury such a broken bones/bruises*	*Likelihood: Rare* *Consequence: Major* ***Risk: Medium***	*Sky Divers must hold relevant qualifications to be able to land in emergency situations. Emergency Plans and procedures are to be in place. A designated Drop Zone is to be mark out, and the Drop Zone Ground Officer is to instruct the public that a landing is to occur.*	*Permit Holder*

Insert additional pages if insufficient space for all hazards.

RISK ASSESSMENT CONT.

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Insert additional pages if insufficient space for all hazards

RISK ASSESSMENT MATRIX

What is the Potential Risk of the Hazard?

- Select a likelihood and consequence for the hazard on the Risk Matrix using the definitions to assist.
- Determine your risk level by joining your likelihood and consequence for the hazard on the matrix i.e. low, medium, high or extreme.
- Write your potential risk of each hazard on the form.

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

Likelihood	Rare	Only ever occurs under exceptional circumstances
	Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
	Possible	Not generally expected to occur but may under specific circumstances
	Likely	Will probably occur at some stage based on evidence of previous incidents
	Almost Certain	Event expected to occur most times during normal operations.
Consequence	Insignificant	First aid only required
	Minor	Minor medical treatment with or without potential for lost time
	Moderate	Significant injury involving medical treatment or hospitalisation and lost time
	Major	Individual fatality or serious long term injury
	Catastrophic	Multiple fatalities or extensive long term injury