

RISK MATRIX

E	Intolerable Risk Immediate management attention required. Action plans and management responsibility specified.
H	Significant Risk Management actions required within operational plans and procedures
M	Tolerable Risk Manage by specific monitoring or response procedures.
L	Acceptable Risk Manage by routine procedures

Prevent/Reduce/Manage Negative Consequences					LIKELIHOOD
E	E	H	M	M	Almost certain > 95% chance of occurring
E	E	H	M	L	Likely 75% - 95% chance of occurring
H	H	M	M	L	Moderate 25% - 75% chance of occurring
H	M	M	L	L	Unlikely 5% - 25% chance of occurring
M	M	L	L	L	Rare < 5% chance of occurring
Catastrophic	Major	Moderate	Minor	Insignificant	Scale
Death/Permanent disability	Extensive Injury	Lost Time Injury	First Aid Required	Little Effect, Low Cost	

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Impact / Consequence

Name of Assessment: Private Venue for Campaign LARP (Athelstone Scouts) Assessor: Sabrina Fitzpatrick Date: 4/8/2019 Reviewer: Date: Approved: ARC Inc. Committee					
Step No: Logical sequence	Potential Safety and Environmental Hazards and Risk Factors	Potential Impacts of Listed Hazards	Risk Rating of the risk you have identified on the left	Recommended Corrective Action or Procedure Determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident, injury, illness or environmental incident. The risk must be reduced or controlled to a level that is acceptable before work commences. Indicate who is to perform the action where applicable against each action	Risk Rating following corrective action
1	New member is hostile, aggressive or violent.		Tolerable Risk (M) Unlikely / Moderate	Meet with potential members at a public venue prior to the LARP event. Discuss previous LARP history and potential situations within the LARP. Seek references from other members as new member may be known within the community. If any concerns are raised, speak with the potential member at the initial interview to give them a chance at clarification. Encourage the use the Trial Membership period with new members. Ensure that all members are aware of the organisation's Code of Conduct and disciplinary procedures.	Acceptable Risk (L) Rare / Moderate
2	Game Organiser is informed of serious personal disagreements and issues between players.	Disagreements and tension between members can cause rising resentment, damage group cohesion, and cause loss	Significant Risk (H)	Comprehensive organisational Code of Conduct should also have an attached Campaign Contract that defines accepted group norms and	Tolerable Risk (M) Likely / Minor

		of membership and organiser burnout.	Almost Certain / Moderate	<p>expectations to reduce miscommunications.</p> <p>Ensure all members have knowledge of constitutional disciplinary procedures and are informed of the Code of Conduct.</p> <p>Speak with all offended parties and attempt mediation if the concern is personal or based on communication strategies (i.e. disciplinary procedures are inappropriate to the situation).</p>	
3	Electrical Faults - Extension Cords - Equipment	Electric Shock Electrical Fire	<p>Significant Risk (H)</p> <p>Unlikely / Catastrophic</p>	<p>Do not overload power points (i.e. using multiple double adaptors).</p> <p>Do not use electrical items that have exposed wiring or dirty / bent plugs.</p> <p>Where possible, TESTEL tag electrical items.</p>	<p>Tolerable Risk (M)</p> <p>Rare / Catastrophic</p>
4	Equipment Failure		<p>Tolerable Risk (M)</p> <p>Moderate / Moderate</p>	<p>Always have a backup for laptops and other devices that are essential for the campaign session in question. If a backup cannot be obtained, ensure that there is an alternative plot or option that can be used in the event of failure.</p> <p>Always test equipment prior to the event, keeping circumstances as close as possible to what will be found during the event.</p>	<p>Acceptable Risk (L)</p> <p>Unlikely / Minor</p>

5	Fire Hazards	Destruction of property and equipment Loss of life Significant injury	Significant Risk (H) Unlikely / Catastrophic	<p>Ensure all volunteers using the kitchen know the location of the fire blanket, if a stove is to be used. Ensure anyone using the stove top is aware that fire blankets only temporarily extinguish oil fires and will reignite if the blanket is removed. A fire engine must still be called even if the oil fire is under control due to a fire blanket due to the risk of fires smouldering in the vents.</p> <p>Ensure venue has smoke detectors.</p> <p>Use LED candles indoors. Avoid using burning candles even when fires are permitted by the venue's policy.</p> <p>Ensure the membership are informed of nearby fire exits and that in the event of a fire, the membership must IMMEDIATELY evacuate the building, leaving all personal possessions behind that are not already in hand, and a fire engine needs to be called.</p> <p>The membership MUST NOT attempt to extinguish the fire unless they have appropriate training and equipment. Such training certificates must be sighted before the emergency.</p>	Tolerable Risk (M) Rare / Major
6	Food Poisoning	Severe Injury Time off Work Potential Litigation	Significant Risk (H)	Utilise pre-packaged and low risk foods, wherever possible, such as chocolate bars and soft drinks.	Acceptable Risk (L)

			Moderate / Major Impact	<p>Always check Expiry and Best Before dates and remove any items that have passed that date.</p> <p>Remember the 2 and 4 hour rule when supplying milk, orange juice, or other items that need to be kept above or below a particular temperature. The organiser must include travel time when considering how much time the item has spent in the temperature danger zone.</p> <p>Ensure that all members handling high risk foods have undertaken Safe Food Handling. Certificates must be sighted and placed in their membership file.</p> <p>Ensure compliance with all council and legislative regulations and requirements regarding safe food handling.</p>	Rare / Minor
7	Allergies	Potential Death Severe Illness Time off Work Potential Litigation	Significant Risk (H) Moderate / Catastrophic	<p>Membership forms specifically request information on allergies. Advise Game Organisers and First Aiders of any member allergies prior to the event.</p> <p>Minimise exposure to the allergy, wherever possible, such as by removing nut bars from the potential</p>	Acceptable Risk (L) Rare / Minor

				food purchases if someone with a nut allergy attends the event.	
8	Tripping Hazards - cords - low level props - paper - slippery floors	Bruises and Scrapes Back and Shoulder Injury	Tolerable Risk (M) Likely / Major	<p>Ensure cords are placed out of the way of likely walking paths and place low level props close to the walls so that they are easily avoided. If cords must cross potential walking spaces (such as to a projector), discourage players from walking in that area.</p> <p>Do not let paper lie in the middle of walkways - pick up loose character sheets and put them somewhere higher.</p> <p>Do not leave floors wet. If mopping during or shortly before game is necessary, ensure floor is also dried afterward.</p> <p>Forewarn membership if there are any high steps and use caution tape if such steps are hard to see.</p> <p>Avoid dark lighting in areas with tripping hazards.</p>	Tolerable Risk (M) Rare / Major
9	First Aid Incidents	Burns Cuts Scalds Asthma Attacks Bruises	Significant Risk (H) Moderate / Major	<p>Ensure that each event has a workplace first aid kit available and accessible as well as a trained first aider.</p> <p>Always call an ambulance in the event of a serious accident or injury, even if the individual in question</p>	Acceptable Risk (L) Rare / Moderate

				<p>doesn't want to use an ambulance. DO NOT offer to transport them yourself. Let the paramedics discuss transportation options with the injured party.</p> <p>Request information on known asthma triggers from those who suffer asthma and reduce those triggers, where possible. (See Allergies).</p> <p>Use LED candles rather than burning candles.</p> <p>Do not use incense sticks in public venues.</p> <p>Place the kettle or urn in a safe and easy area that allows for safe pouring. Ensure that members are aware that zip boil taps pour boiling water immediately and that they shouldn't test the water to see if it is hot enough.</p> <p>DO NOT allow members to use prop weapons or other items in a threatening manner. Such items may not be swung in the area.</p>	
10	Breakages	<p>Fragile item is knocked over.</p> <p>Fragile item is smashed by another object.</p>	Significant Risk (H)	<p>Place fragile items on sturdy supports out of the way of elbows or mobile people. When in doubt, surround with something soft that can break the fall.</p>	<p>Tolerable Risk (M)</p> <p>Unlikely / Minor Impact</p>

			Likely / Moderate Impact	<p>DO NOT allow members to use prop weapons or other items in a threatening manner. Such items may not be swung or poked towards anyone.</p> <p>Remind people to handle fragile items with respect. Tell them to put it down if they do not do so.</p> <p>NOTE: If glass is broken, it must be swept up and wrapped in newspaper before being placed in the bin to ensure that cleaners do not cut themselves when removing the bag. Sweepers must wear enclosed shoes and thick gloves and a note must be left with the venue coordinators.</p>	
11	Theft	Theft of DVDs, Laptops and other items	<p>Tolerable Risk (M)</p> <p>Unlikely / Major</p>	<p>Place the cash box in a visible location near the candies and ensure that keys are kept only with responsible individuals.</p> <p>Members should leave their belongings in a group area that is either easily supervised or accessible only by the organisers, where possible.</p> <p>Do an immediate stocktake during the pack down after the event to ensure all items and valuables have been collected.</p>	<p>Acceptable Risk (L)</p> <p>Rare / Moderate</p>

12	Manual Handling	Muscular Strains Back Injuries	Catastrophic Risk Likely / Major	<p>Ensure that safe lifting procedures (i.e. lift with the knees) and carry weights are maintained.</p> <p>Remind those assisting with setting up and packing up that they should only perform actions that they feel comfortable in doing.</p> <p>If an item is heavy, use a dolly or multiple lifters.</p>	<p>Acceptable Risk (L)</p> <p>Rare / Moderate</p>
13	Stranger Concerns	Stranger Anxiety Police Called Out	<p>Tolerable Risk (M)</p> <p>Moderate / Moderate</p>	<p>Inform all participants that they may not take any weapons props outdoors and must leave them by the door if they wish to go to the external toilets.</p> <p>If strangers enter the venue, gameplay must stop and the organisers must be informed so that concerns can be calmly discussed until the stranger leaves.</p> <p>Whenever someone is encountered out in the park, play needs to stop and the pedestrians allowed to pass through.</p>	<p>Tolerable Risk (M)</p> <p>Unlikely / Moderate</p>
14	dart collection	Increased site fees Loss of use of site Loss of darts	<p>Significant Risk</p> <p>Moderate / Likely</p>	<p>Performing thorough sweeps of the site after events, picking up any darts that are laying around. And returning them to the dart boxes.</p>	<p>Acceptable Risk</p> <p>Moderate/ Rare</p>
15	Wild animals	Animal bites	Tolerable Risk	<p>When an animal is spotted in the play area hold must be called. If it is safe</p>	Acceptable Risk

			Moderate/ Moderate	to do so, move players away from the animal and notify all players of the last seen location of it. If it is a dangerous animal like a snake, a professional needs to be contacted and called in to remove the animal to a safe location.	Minor/ Rare
16	Pet(s)	Allergies Personal injury Injury to Pet(s) Death of Pet(s)	Significant Risk Catastrophic / Moderate	Due to the nature of the site there are people who walk around the park and use the carpark at night. Make sure they always have a member of game staff there if going out for a scene	Acceptable risk Minor/ rare
17	Painted guns	Police callout Scared locals	Significant risk Major / Moderate	When on public sites, restricting the use of nerf guns that have barrels painted any other colour other than the standard orange, unless they are wrapped in orange/yellow tape.	Acceptable risk Rare/ Moderate
18	Weapon safety	Personal injury	Tolerable Risk Moderate / Moderate	At the start of every nerf game, every weapon that is entering the game needs to have its FPS and functionality checked to make sure it meets the standard set for the game. At the start of each game there needs to be a briefing ensuring that everyone knows where to aim the guns. Another thing is that if people do not wish for others to use their guns, they need to tag it with an agreed upon colour zip tie or tape.	Acceptable Risk Rare/ Minor

19	Building lockup	Security callout/unsecured building	Tolerable Risk Moderate / Moderate	Ensure that there are two people there to lock up the venue and check all the doors, as well as cleaning any mess that is made during the session (such as mopping floors). Incorrectly locking the doors creates a security risk for the facility, and we may get callout fees or no longer be able to use the venue.	Acceptable Risk Rare/ Minor
20	Packup	Chairs and tables are wheeled around on trollies may hurt people	Tolerable Risk Moderate / Moderate	Ensure that the people using the Trollies are doing so safely, and that there are 2 people with them, 1 pushing and the other making sure people are out of the way	Acceptable Risk Rare/ Minor
21	Opening	If only group present in the facility, leads to chance of personal risk	Tolerable Risk Moderate / Moderate	Ensuring when we are the only group present that all external doors are locked, even if it means someone needs to go lock them after other groups leave.	Acceptable Risk Rare/ Minor
22	Not sticking items to walls, or balloons	Using bluetak or tape to stick items down on walls	Tolerable Risk Moderate / Moderate	Don't stick things to painted surfaces, don't use balloons	Acceptable Insignificant/rare