

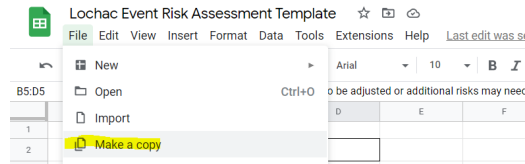
Instructions

Step

This risk assessment template is intended to be assist event stewards in identifying risks that are foreseeable at their events. For comprehensive assistance in planning and preparing for an event see the [Lochac Event Stewards Handbook](#). You can add your own feedback directly to this document using the comment feature.

1

Make a copy of this template and rename the document to your event name.

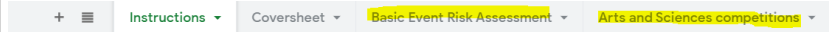


2

Update the details on the coversheet including the URL to the copied google file.

3

Review the templates on the tabs relevant to your event.



4

Add any additional risks and **adjust** risk levels where appropriate.

If you require any assistance with this, contact the [Deputy Kingdom Seneschal \(Risk\)](#).

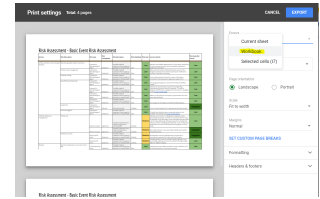
Positive case management	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Refer King proc
Contract tracing	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare Unlikely	Low	Ensl reco
Social/Physical distancing	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Possible	Low	Encc unrw
	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Almost Certain	Low	Obsi mair Addi on ti
	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	

5

Send the link to Approver (usually group Seneschal for review)

6

Export a copy to pdf.
Go to File -> Download -> PDF Document
Update the "Export" from "Current Sheet" to "Workbook" on the top right.
Click "Export". This will save to your default download location (eg. Downloads folder)



7

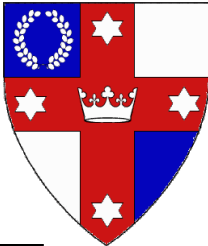
Attach the pdf to your event's [Seneschals Database submission](#).

Lochac Risk Assessment Worksheet

Event Steward:	
Approver:	Role:

Event name:	
Group:	
Date of assessment:	
Link to the risk assessment:	https://docs.google.com/spreadsheets/d/1CNAmcFrIU-epzJ4p0YJpXYezX9Io05Tu0cETZxOCWNM/edit#gid=1935480956
Date/s of Event	
Event location/s:	

References: [SCA Ltd documentation](#)



Reviewed by:	Role:	
	Date:	
Status:	Version	0.5

Risk Assessment - Basic Event Risk Assessment

Activity	Risk Description	Risk type	Risk consequence	Risk description	Risk likelihood	Risk level	Current controls	Risk level after control	
COVID and other communicable diseases	Monitoring public health restrictions	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Monitor local health department for information pertaining to local community cases and immediately implement additional restrictions.	Low	
	Positive case management	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Refer any information relating to positive cases to the Kingdom Seneschal and assist in participant notification process if and when necessary.	Low	
	Contract tracing	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Ensure all participants have the correct information recorded on the participant registration sign in form.	Low	
	Social/Physical distancing	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Encourage participants to stay home if they are feeling unwell.	Low	
							Observe local jurisdiction requirements regarding maintaining a physical distance (typically 1.5 meters). Additional COVID risk management information is available on the Lochac COVID page .	Low	
							Adhere to all maximum occupancy requirements for each space being utilised.	Low	
							Encourage use of outdoor and well ventilated spaces.	Low	
	Equipment	Exposed to Microbiological Agent	Minimal	Minor discomfort	Unlikely	Low	Ensure shared equipment is appropriate decontaminated	Negligible	
	Personal Hygiene	Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Provide hand sanitiser where soap and water are not available and display the Lochac COVID poster	Low	
Traffic & Pedestrian management	Vehicle use	Vehicle Incident	Significant	Hospital treatment from impact to physical or mental health	Unlikely	Medium	Vehicles must remain on designated roadways unless specifically exempted. In these circumstances drivers must be advised on the boundary of the exempted area and then need to take additional driving precautions including that they must drive at walking pace (5km/h), must not pass any pedestrian and must have hazard warning lights on at all times.	Low	
							Any traffic directors must wear high visibility attire whilst issuing directions.	Negligible	
							Pedestrian access	Slip/Trip/Fall Event	Moderate
	Suitable lighting must be provided. Where lighting is not practicable, participants must be advised to bring suitable lights to nighttime egress	Low							
	Weather	Extreme temperature, rain, hail or wind day	Fire/Smoke/Explosion	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Check forecast and adjust activities to suit conditions such as limiting outdoor or strenuous activities	Low
Monitor fire danger ratings and adhere to restrictions (e.g. total fire ban)								Low	
Monitor air conditions utilising an EPA or equivalent reporting tool and adjust activities to suit conditions.								Low	
Ensure that site emergency plan is prepared if there is a risk that could foreseeably lead to evacuation (fire or flood)								Low	
Setup and packdown and equipment	Working from heights	Slip/Trip/Fall Event	Significant	Hospital treatment from impact to physical or mental health	Possible	High	No activities that require the operator to be within 2 meters of a drop of more than 2 meters permitted such as the use of extension ladders or from rooftops.	Medium	
							Any elevated work equipment must be approved by the Event Steward before being used.	Medium	
	Manual handling	Manual Tasks/Awkward Postures	Moderate	Possible medical treatment from impact to physical or mental health	Possible	Medium	Identify any activities that require lifting aids or assisted lifts.	Low	
							Electrical safety	Electricity	Significant
	Pavilions, tents and other temporary structures	Hitting/Being Hit By Something	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium			
							Drones and Remotely Piloted Aircraft	Slip/Trip/Fall Event	Minor
	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Possible	Medium	Drones and other RPA are not permitted to be flown without approval from the Kingdom Seneschal.			
						Personal Safety and Security	Personal incident	Hitting/Being Hit By Something	Substantial
	First aid kits and adequate number of first aid trained participants available during event	Negligible							
	Follow incident response procedure	Negligible							
All hazards and incidents are reported using the Lochac Hazard and Incident Report form	Negligible								
Unwanted behaviour	Unwanted Behaviour	Substantial	Permanent injury	Rare	Medium		All participants provided with and must follow the code of conduct	Low	
							Risks that result from lack of awareness and judgement due to age	Low	
Mobility impairment and other participants that require additional support	Slip/Trip/Fall Event	Moderate	Possible medical treatment from impact to physical or mental health	Possible	Medium		All children must be adequately supervised by their legal guardian at all times during the event.	Low	
						Mobility impaired and other at-risk participants to be consulted on appropriate steps to be taken to identify and implement any additional control measures to minimise risk.	Low		
Armoured combat activities	Equipment failure	Hitting/Being Hit By Something	Minor	Requires first aid	Possible	Medium	All equipment is inspected by an appropriately authorised marshal prior to use to ensure compliance with Lochac Fighter's Handbook requirements .	Low	
							Unsafe conduct (such as excessive striking)	Low	
							All combat participants must be authorised prior to entering the field in accordance with the Lochac Fighter's Handbook requirements .	Low	

Risk Assessment - Basic Event Risk Assessment

Activity	Risk Description	Risk type	Risk consequence	Risk description	Risk likelihood	Risk level	Current controls	Risk level after control
	Injury management	Hitting/Being Hit By Something	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium	Marshals, authorised in accordance with the Lochac Fighter's Handbook requirements , must continually monitor combat activities and immediate cease activities if a risk to health and safety is observed. First aid trained members identified and present before combat activities are commenced.	Low
	Spectator management	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Spectators must be located with sufficient distance or barriers to prevent unintended equipment discharges to strike them in accordance with the Lochac Fighter's Handbook requirements .	Low
Fencing and Rapier combat activities	Equipment failure	Hitting/Being Hit By Something	Minor	Requires first aid	Possible	Medium	All equipment is inspected by an appropriately authorised marshal prior to use to ensure compliance with The Kingdom of Lochac Rapier Combat Handbook	Low
	Unsafe conduct (such as excessive striking)	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	All combat participants must be authorised prior to entering the field in accordance with the The Kingdom of Lochac Rapier Combat Handbook	Low
	Injury management	Hitting/Being Hit By Something	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium	Marshals, authorised in accordance with the The Kingdom of Lochac Rapier Combat Handbook , must continually monitor combat activities and immediate cease activities if a risk to health and safety is observed. First aid trained members identified and present before combat activities are commenced.	Low
	Spectator management	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Spectors must be located with sufficient distance or barriers to prevent unintended equipment discharges to strike them in accordance with the The Kingdom of Lochac Rapier Combat Handbook .	Low
Target archery	Equipment failure	Hitting/Being Hit By Something	Minor	Requires first aid	Possible	Medium	All equipment is inspected by an appropriately authorised marshal prior to use to ensure compliance with Lochac Archery & Thrown Weapon Handbook	Low
	Unsafe conduct (such as unsafe releases)	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	All combat participants must be authorised prior to entering the field in accordance with the Lochac Archery & Thrown Weapon Handbook	Low
	Injury management	Hitting/Being Hit By Something	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium	Marshals, authorised in accordance with the Lochac Archery & Thrown Weapon Handbook , must continually monitor combat activities and immediate cease activities if a risk to health and safety is observed. First aid trained members identified and present before combat activities are commenced.	Low
	Spectator management	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Spectors must be located with sufficient distance or barriers to prevent unintended equipment discharges to strike them in accordance with the Lochac Archery & Thrown Weapon Handbook .	Low
Dancing and music	Slips and trips	Slip/Trip/Fall Event	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Ensure suitable floor surface free of slip and trip hazards	Low
	Participant collision	Hitting/Being Hit By Something	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Instruction provided by competent instructor and time take to introduce participants to each dance at a suitable pace	Low
Provision of food	Food safety	Food and drink	Moderate	Possible medical treatment from impact to physical or mental health	Unlikely	Medium	Food preparation team have completed relevant local food safety training/certification and adhere to food safety requirements as appropriate.	Low
	Allergy management	Food and drink	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium	Ingredient lists available for people with food sensitivities or allergies and that food containing allergens are prepared separately and equipment is cleaned between uses	Low
	Alcohol	Food and drink	Moderate	Possible medical treatment from impact to physical or mental health	Unlikely	Medium	BYO only, no alcohol service (unless part of contracted catering), in accordance with venue requirements.	Low
Water based activities	Water bodies	Oxygen Deprivation	Substantial	Permanent injury	Unlikely	High	Any water body must be adequately isolated and have suitable life saving devices immediately available to prevent accidental drowning.	Medium
	Water based activities	Oxygen Deprivation	Significant	Hospital treatment from impact to physical or mental health	Unlikely	Medium	All water based activities must be conducted in accordance with Royal Life Saving guidelines .	Medium

The current risk matrix being used is:

Risk Matrices

Consequence	Consequence description			Likelihood				
	Hazard Risk	Financial Risk	Systemic Risks	Rare	Unlikely	Possible	Likely	Almost Certain
Substantial	Permanent injury	Loss of > \$5000	Substantial loss of membership	Medium	High	High	Extreme	Extreme
Significant	Hospital treatment from impact to physical or mental health	Loss of \$500 - >\$2000	Some loss of members	Medium	Medium	High	High	Extreme
Moderate	Possible medical treatment from impact to physical or mental health	Loss of \$100 - >\$500	Potential loss of member/s	Low	Medium	Medium	High	High
Minor	Requires first aid	Loss of \$50 - >\$100	Significant member dissatisfaction	Low	Low	Medium	Medium	High
Minimal	Minor discomfort	Loss of >\$0 - >\$50	Some dissatisfied members	Negligible	Low	Low	Medium	Medium