	Instructions		
Step			ks that are foreseeable at their events. For comprehensive assistance a can add your own feedback directly to this document using the
1	Make a copy of this template and rename the document to your event name.		Risk Assessment Template ☆ ⊡ ⊙ Insert Format Data Tools Extensions Help Last edit was se Arial  ↓ 10 ↓ B J Ctrl+0 be adjusted or additional risks may need □
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.	+  Instructions  Cov	versheet • Basic Event Risk Assessment • Arts and Sciences competitions •
4	Add any additional risks and <b>adjust</b> risk levels where appropriate. If you require any assistance with this, contact the <u>Deputy Kingdom Seneschal (Risk)</u> .	Positive case management Contract tracing Social/Physical distancing	Exposed to Microbiologic al Agent     Moderate     Possible medical treatment from impact to physical or mental health     Rarel Low     Low     Refe       Exposed to Microbiologic al Agent     Moderate     Possible medical treatment from impact to aphysical or mental health     Rare Unlikely     Low     Ensu Ensu unikely       Exposed to Microbiologic al Agent     Moderate     Possible medical treatment from impact to aphysical or mental health     Rare Unlikely     Low     Ensu Enco Unikely       Exposed to Microbiologic al Agent     Moderate     Possible medical treatment from impact to aphysical or mental health     Nomot Certain Treatment from impact to and treatment from impact to and treatment from impact to al Agent     Low     Enco University
5	Send the link to Approver (usually group Seneschal for	review)	Plittetings had Looper
6	Export a copy to pdf. Go to File -> Download -> PDF Document Update the "Export" from "Current Sheet" to "Workbook" Click "Export". This will save to your default download loo		
7	Attach the pdf to your event's Seneschals Database su	ubmission.	

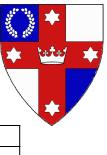
# Lochac Risk Assessment Worksheet

Event Steward:	
Approver:	Role:

Event name:	
Group:	
Date of assessment:	
Link to the risk assessment:	https://docs.google.com/spreadsheets/d/1CNAmcFrIU- epzJ4p0YJpXYezX9lo05Tu0cETZxOCWNM/edit#gid=19 35480956
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
OVID and other communicable iseases	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 signin 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
		Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	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
		Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Adhere to all maximum occupancy requirements for each space being utilised.	Low
		Exposed to Microbiological Agent	Moderate	Possible medical treatment from impact to physical or mental health	Rare	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 santiser where soap and water are not available and display the <u>Lochac COVID poster</u>	Low
raffic & Pedestrian aanagement	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
		Vehicle Incident	Significant	Hospital treatment from impact to physical or mental health	Unlikely	Medium	Any traffic directors must wear high visibility attire whilst issuing directions.	Negligible
	Pedestrian access	Slip/Trip/Fall Event	Moderate	Possible medical treatment from impact to physical or mental health	Unlikely	Medium	All footpaths must be evaluated and courses set to minimise the potential for slips and trips hazards.	Negligibl
		Slip/Trip/Fall Event	Moderate	Possible medical treatment from impact to physical or mental health	Unlikely	Medium	Suitable lighting must be provided. Where lighting is not practicable, participants must be advised to bring suitable lights to nighttime egress	Low
eather	Extreme temperature, rain, hail or wind day	Fire/Smoke/Explo sion	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
		Fire/Smoke/Explo sion	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Monitor fire danger ratings and adhere to restrictions (e.g. total fire ban)	Low
		Fire/Smoke/Explo sion	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Monitor air conditions utlising an EPA or equivalent reporting tool and adjust activities to suit conditions.	Low
		Fire/Smoke/Explo sion	Moderate	Possible medical treatment from impact to physical or mental health	Almost Certain	High	Ensure that site emergency plan is prepared if there is a risk that could foreseeably lead to evacuation (fire or flood)	Low
etup and packdown and quipment	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
		Slip/Trip/Fall Event	Significant	Hospital treatment from impact to physical or mental health	Possible	High	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 Pavilions, tents and other temporary	Electricity	Significant	Hospital treatment from impact to physical or mental health Hospital treatment from	Rare	Medium	Conduct visual inspection of any electrical equipment before use and prevent use of any unsafe items. All structures must be erected in accordance with supplier	Low
	structures	Hitting/Being Hit By Something	Significant	impact to physical or mental health	Rare	Medium	An solutions must be erected in accordance with supplier instructions. Personally supplied equipment shall be inspected by the event steward if publically accessible. Any guy ropes or other means of temporary securing must	Low
		Slip/Trip/Fall Event	Minor	Requires first aid	Possible	Medium	Any goy ropes of other means of temporary secting must be flagged using a bright white cloth or appropriate alternative to ensure that they are visible in low light conditions.	Low
	Drones and Remotely Piloted Aircraft	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.	Negligibl
ersonal Safety and Security	Personal incident	Hitting/Being Hit By Something Hitting/Being Hit	Substantial	Permanent injury	Rare	Medium	Appropriate emergency services contacted in the event of a serious incident First aid kits and adequate number of first aid trained	Negligibl
		By Something Hitting/Being Hit	Substantial Substantial	Permanent injury Permanent injury	Rare Rare	Medium Medium	Follow incident response procedure	Negligibl Negligibl
		By Something Hitting/Being Hit By Something	Substantial	Permanent injury Permanent injury	Rare	Medium	All hazards and incidents are reported using the <u>Lochac</u> Hazard and Incident Report form	Negligibl
	Unwanted behaviour Risks that result from lack of awareness and	Unwanted Behaviour	Substantial	Permanent injury Possible medical treatment	Rare	Medium	All participants provided with and must follow the code of conduct	Low
	judgement due to age Mobility impairment and other participants	Slip/Trip/Fall Event Impinges or	Moderate	from impact to physical or mental health Possible medical treatment	Possible	Medium	All children must be adequately supervised by their legal guardian at all times during the event. Mobility impaired and other at-risk participants to be	Low
moured combat activities	that require additional support Equipment failure	highlights health conditions	Moderate	from impact to physical or mental health	Unlikely		consulted on appropriate steps to be taken to identify and implement any additional control measures to minimise risk. All equipment is inspected by an appropriately authorised	Low
	Unsafe conduct (such as excessive striking)	Hitting/Being Hit By Something	Minor	Requires first aid Possible medical treatment	Possible	Medium	marshal prior to use to ensure compliance with <u>Lochac</u> . Fighter's Handbook requirements, All combat participants must be authorised prior to entering	Low
	onsure conduct (such as excessive striking)	Hitting/Being Hit By Something	Moderate	from impact to physical or mental health	Rare	Low	the field in accordance with the Lochac Fighter's Handbook.	Low

### Risk Assessment - Basic Event Risk Assessment

Activity	Risk Description	Risk type	Risk consequence	Risk description	Risk likelihood	Risk level	Current controls	Risk level afte 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
encing and Rapier combat ctivities	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 <u>The Kingdom</u> 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 <u>The Kingdom of Lochac</u> . <u>Rapier Combat Handbook</u>	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 <u>The Kingdom of</u> . 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 <u>The Kingdom of Lochac Rapier</u> <u>Combat Handbook</u> .	Low
arget 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 <u>Lochac</u> <u>Archery &amp; Thrown Weapon Handbook</u>	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 <u>Lochac Archery &amp; Thrown</u> <u>Weapon Handbook</u>	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 <u>Lochac Archery</u> . <u>8. Thrown Weapon Handbook</u> , 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
ancing 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
rovision 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
ater 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.	Mediun
	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

## Risk Assessment - Arts and Sciences competitions

Activity	Risk Description	Risk type	Risk consequence	Risk description	Risk likelihood	Risk level	Current controls	Risk level after control
Judging	Personal distress from judging submissions	Member retention	Minor	Significant member disatisfaction	Unlikely	Low	Judges should use the Lochac A&S rubrik and participants should be asked about whether they wish to receive feedback.	Negligible
Inedible submissions	Cut or pierced by submission	Cut/Punctured	Minor	Requires first aid	Unlikely	Low	Inspect subsmissions for potential laceration risks and avoid handling if present.	Negligible
	Toxic materials used	Chemical Material or Substance	Moderate	Possible medical treatment from impact to physical or mental health	Rare	Low	Query upon submission if there is any potentially toxic materials that have been used	Negligible
Edible submissions	Food safety in relation to the use of medieval methods for preparing food.	Food and drink	Moderate	Possible medical treatment from impact to physical or mental health	Unlikely	Medium	If food preparation not completed in accorance with relevant local food safety requirements do not consume unless safe to do so.	Negligible
	Allergy management	Food and drink	Significant	Hospital treatment from impact to physical or mental health	Rare	Medium	Ingredient lists available for tasters and confirm that food potentially containing allergens was prepared separately and equipment cleaned between uses.	Low
	Alcoholic submissions	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

## Blank Risk Assessment Template

Activity	Risk Description	Risk consequence	Risk description	Risk likelihood	Risk level	Risk level after control
Enter the type of activity being assessed	Describe how a risk could emerge during this activity					

The current risk	matrix being used	is:									
Risk Matrices											
Consequence	Con	sequence descrip	tion			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	Extrem			
Significant	Hospital treatment from impact to physical or mental health	Loss of \$500 - >\$2000	Some loss of members	Medium	Medium	High	High	Extrem			
Moderate	Possible medical treatment from impact to physical or mental health	Loss of \$100 - >\$500	Potential loss of member/s	Low	Medium	Medium	High	Hig			
Minor	Requires first aid	Loss of \$50 - >\$100	Significant member disatisfaction	Low	Low	Medium	Medium	Hig			
Minimal	Minor discomfort	Loss of >\$0 - >\$50	Some dissatisifed members	Negligible	Low	Low	Medium	Mediu			