**Community STREET EVENT PERMIT**

**APPLICATION FORM**

***Street Events are great fun and an excellent way to promote community spirit, created by the community for the community.***

***Grass-root street events can take many forms with the main aim being that they provide an opportunity for community members to engage with one another and foster a sense of belonging.***

***A street event is usually a joint effort and relies on the involvement of a good proportion of the street's residents. Through street events, people are supported and encouraged to reconnect with each other as well as provided with a safe setting for sharing and celebrating.***

This Application Form and Templates are designed to assist the community with what is required for holding a local event that requires the closing of a street under the ownership and/or control of City of Prospect.

A completed Community Street Event Permit Application Form must be returned to Council a minimum four (4) but ideally six (6) weeks before the date of the proposed street event.

Council reserves the right to not accept applications lodged without the required four (4) weeks’ notice.

**SECTION A – APPLICANT DETAILS**

Name Primary Contact and Applicant: ………………………………………………………….…

Residential Address: ……………..…………………………………………………………...……..

Postal Address (if different): ……………..…………………………………………………...……..

Telephone Number(s): M……………………………….. **/** Hm………….………………….……..

Email ………………………………..………………………………………………………………..

**SECTION B – BRIEF DESCRIPTION OF THE STREET EVENT**

Please provide a brief over-view of your street event (ie First Street resident’s end of year or Christmas party, local artist’s pop-up market, local community celebration of . . . . . ) and why it’s good for the area and /or attendees (please attached additional pages if required).

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**SECTION C - PROPOSED ROAD CLOSURE DETAILS**

Street Name:…….……………………………………………………………………………………

Between:………. …………….…………… and ………………………………………… Streets

Suburb: …………………………………....…………………………………………………………..

Proposed Date: ………………………………………………...……………………………….…...

Times: Start: …… ……………………………… Finish: ……. …………… (no later than 10pm)

Number of Properties Affected: …………

Number of Individual Attendees Expected: ……… Number of Households Expected: ………

**SECTION D – SUPPORTING MATERIAL**

Applicants are advised to provide/attach additional information to allow Council to process the application, such as letters of support, waste management strategies, petitions, maps, photographs etc. Please note that such materials cannot be returned by Council.

Council will contact all affected residents notifying them that an application for a Community Street Event Permit has been received. Residents will then have the opportunity to make a submission regarding your application.

It is therefore strongly advised that applicants also contact / canvas their neighbours and other residents of the street, and seek their support prior to applying for a Community Street Event Permit.

For a temporary road occupation for a street event to go ahead, the event must be supported by at least 51% of the streets residents and businesses.

When the affected area / street is not a residential street, then residents within one (1) block of the proposed street event site must be notified.

**SECTION E – CONDITIONS OF APPROVAL**

If the application is approved and a permit is granted, the following conditions will apply:

1. Residents of all properties affected by the temporary street closure will be notified by Council and have 10 days to make submissions to Council on the proposed street closure.
2. The activities of the event must not unduly interfere with normal pedestrian usage of the street or public access to (non traffic) areas in street ie footpaths.
3. Noise, including amplified noise, must be kept at a reasonable level so as not to cause annoyance to other persons not attending.
4. The permit holder must not allow the sale of goods (food, drinks or alcohol) for human consumption;
5. pre-packaged food and drink ie cans of soft drink or pre-packaged foods ie crisps or sweets in their own branded packaging may be sold; and
6. craft and market style items (not including fruit and vegetables) and second hand goods (excluding electrical items) may be sold or traded.
7. The permit holder is responsible for the appropriate disposal of rubbish and the street must be left in a clean and tidy state.
	* 1. City of Prospect has a strategic approach to waste management, with a focus on reducing the amount of waste that goes to landfill. The use of Council’s three bin (plus kitchen organics) system is complemented by a range of other services to ensure that waste can be appropriately managed. Together, these services reduce the environmental impact of waste disposal by appropriately sorting waste into different streams. While Council provides waste services and education on effective waste management, the community plays a vital role in reducing the amount of waste to landfill.
8. The permit holder is to abide with any reasonable direction given by an Authorised Officer of City of Prospect or member of the SA Police Service.
9. All barriers will be placed (by Council staff / contractors) in accordance with the Traffic Management Plan and are not to be moved (unless an emergency arises) during the street event.
10. Contact details must be provided for the permit holder or a designated person to be responsible for liaising with Council’s Team Leader, Community Safety who will oversee the temporary street closure barricades and traffic signage.

**SECTION F – SIGNATURE OF APPLICANT**

I hereby agree to be bound by the above conditions and acknowledge that approval of any Community Street Event Permit is at the discretion of the Director Community, Planning and Communications.

Signature:

Signature: …………………………………………. Date: ……../………/20\_\_\_\_\_

Print Name: ……………………….…………….…

**SECTION F – PRIVACY STATEMENT**

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998.*

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.

Council is collecting this personal information from you only in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council’s Public Officer.

## Survey of Neighbourhood Approval for a Local Street Event

Hello

I am in the process of seeking permission from the City of Prospect to temporarily close

…………………………….. Street, between the hours of …..… am / pm and ….…... am /pm,

on …….………..…

The purpose of the temporary street closure is to facilitate a

................................................................................................................................................

I seek your endorsement of the above proposal.

|  |  |
| --- | --- |
| Signed,**EVENT COORDINATOR:** |  |
| Contact Name and Phone: |  |
| Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** | **Name** | **Agree*****Sign / Initials*** | **Do not Agree*****Sign / Initials*** | **Not Available\*** |
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*\* A copy of the attached letter was left at this property advising of the proposed event, giving the occupant 7 days in which to advise Council should they object to the proposal.****(Sample letter for applicant’s guidance)***

Date \_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_\_

Dear Resident,

**Proposed Street Event details for: ……………………………………………… Street**

I called on you to tell you about the proposed street eventthat we are planning that will take place on:

Date: …………………………………………………….

From …………………… am/pm, to ……………… am/pm, on \_\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

We invite you to join us in the festivities to celebrate - ……………………………………………………………………………...………………………….

………………………………………………………………………………………………………….

More detailed information and how you can get involved will be coming soon.

To facilitate this event and make it safe for everyone, it will be necessary to temporarily close

……………………………………………… Street, between the hours of …..… am / pm and ….…... am /pm.

If you have an objection to the proposed street event or the temporary street closure that will be undertaken on our behalf by City of Prospect, please contact them on 8269 5355 or in writing to admin@prospect.sa.gov.au or PO Box 171, Prospect SA 5082.

To ensure your objection is considered, you will need to be in contact with Council within seven (7) days of the date of this notice.

|  |  |
| --- | --- |
| Signed,**EVENT COORDINATOR:** |  |
| Contact Name and Phone: |  |

|  |  |
| --- | --- |
|  | Community Street Event - Task Risk Assessment Worksheet(not conclusive – amend as required for your specific street event) |

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| --- |
| **STEP 1.** |
| **Task/Activity Name:** |  | **Assessment No:** |  |
| **Task/Activity Description:** |  | **Date:** |  |
| **Team:** |  | **Work Area:** |  |

| **RISK DESCRIPTION** | **DESCRIPTION OF IMPACTS** | **PREVENTATIVE ACTION** | **LIKELIHOOD** | **POSSIBLE IMPACT** | **RISK RATING** |
| --- | --- | --- | --- | --- | --- |
| **SET UP** |  |  |  |  |  |
| Lack of time for set up | Crowd before equipmentVehiclesEquipment not set up properlyPeople involved – OHSPeople getting out of car parksDisorganisedDelays | Coordinator - detailed ‘bump in bump out’ planAll people involved are briefedSuppliers briefedPre-deliver Allowing more set up timeResource budget & people.Set up approval. |  |  |  |
| People injury or illness | Delay in set upLack of key peopleLitigation | Comply with OHS policiesMore than 1 person with knowledgeFirst Aid standbyBack up peopleFull roster |  |  |  |
| Supply delay - equipment | Late startGreater risk of injury | Briefing with contractors / personnelConfirm/use of reputable suppliersTerms of agreement |  |  |  |
| Plant accident - equipment | DelaysInjuries | WHS. compliant, serviced equipmentBriefing TimingAdequate timeBack up personnel |  |  |  |
| Key person sickness | Delays | Back up – Community organisers (understudy)RosterOperation manual-multiple Community organisers knowledge |  |  |  |
| **FACILITIES** |  |  |  |  |  |
| Tripping Hazards – cords/ropes/temporary furniture | Personal injury Equipment damageElectricalPotential fire | Set up neatly Community organisers briefing Limit or cover exposed tripping hazards - cordsKeep main thoroughfares clear of obstacles/tripping hazardsSite monitor / monitoring |  |  |  |
| Building fire | ContainmentRoad closurePanicEvent postponed (delayed)Event cancelledInjury/deathExplosion | Ensure emergency services access& on standbyTraders trained on equipmentFire extinguishers Qualified First Aid person on siteCommunity organisers briefing (contain area)Emergency response plan |  |  |  |
| Temporary Stall fire | Containment Road closurePanicInjuryLoss of powerExplosion | Ensure emergency services access Traders trained on equipmentFire extinguishers Qualified First Aid person on siteCommunity organisers briefing (contain area)Emergency response plan |  |  |  |
| Chemical spill | Road closurePanicEvent cancelled | Ensure emergency services accessAdvise emergency servicesCommunity organisers briefing (contain area) |  |  |  |
| Full power blackout | No cookingNo coolingNo soundNo lightsNo lights in toiletsCancel event | ETSA advised / consultedCancel eventCommunity organisers briefing |  |  |  |
| Short term blackout | Limited cooking, cooling, lights, sound and lights in toiletsdelays | ETSA advised / consultedCommunity organisers briefing  |  |  |  |
| Vandalism | Broken glassDamage to equipmentCouncil’s reputationLitigationDamage to residents property | Police involvement Community organisers briefing  |  |  |  |
| Gas leak (mains rupture) | PanicEvent cancelledInjury/deathLoss of power | Emergency service accessAdvise emergency servicesCommunity organisers briefing Advise utilities |  |  |  |
| Gas leak (short term/small) | Limited power loss | ContainmentCommunity organisers briefing |  |  |  |
| Gas leak (bottles) | Fire ContainmentLimited power loss | Contain area. Stallholders be advised Safe Handling proc. Safe work SA as requiredUse approved connections onlyEmergency service accessFire extinguishers. |  |  |  |
| Electrical hazards | ElectrocutionDamage to equipmentLitigation | Supplier to abide WHS regulations on site supervision Secure set ups |  |  |  |
| Water rupture(Burst water main) | Road closurePanicEvent delaysInjury/deathLoss of powerWater – flooding | Emergency service accessCommunity organisers briefing ContainmentUtilities advised |  |  |  |
| **CROWD** |  |  |  |  |  |
| Crowd Crush | InjuriesLitigationPanicIncrease aggression | Community organisers briefing Monitoring community numbers – with the aim to keeping participation ‘local’ |  |  |  |
| Inebriation | Disorderly conductUnpleasant eventPolice involvementDamage – crimeCompromise the ability to obtain an event liquor licence in futureCouncil’s reputation | Community organisers briefing No Serving alcohol to drunk peopleProviding plenty of water |  |  |  |
| Sickness/Collapse/Injury | DisruptionUnpleasant | First Aid on siteEmergency access 4mtrs clear and free of infrastructure |  |  |  |
| Civil Disorder / Hooliganism | Disorderly conductUnpleasant eventPolice involvementDamage – crimeUpsetting patrons | Responsible monitoring and ‘serving’ of AlcoholDo not serve alcohol to intoxicated people |  |  |  |
| Climbing on structures | Upsetting patronsPossible injuryDamage to structures | Community organisers control |  |  |  |
| Missiles | Upsetting patronsPossible injuryExcessive glass | Community organisers control |  |  |  |
| Lost children | Distressed parents/ kids | Community organisers briefing |  |  |  |
| Vehicle accident | Detours – otherEmergency service access | Community organisers briefingCouncil Safety OfficersSA Police |  |  |  |
| **HEALTH** |  |  |  |  |  |
| Food preparation | SicknessCouncil’s reputation | Adequate set up time Suppliers have safe handling procedures |  |  |  |
| Broken glass | Hazard to publicRecycling compromised | Clean up crew / person nominated |  |  |  |
| Inability to remove waste | Looks untidy | Clean as we go Provide enough bins |  |  |  |
| Toilet provision and servicing | Liquor licence requirementLooks untidy | Providing correct number of toilets |  |  |  |
| **ENTERTAINMENT** |  |  |  |  |  |
| Collapse stage structure | Personal injury Equipment damageElectricalPotential fire | Set up correctlyLimit weightCorrect personnelContainmentStage ‘management’ |  |  |  |
| Structural fire | Same as above | Fire extinguishers and blankets |  |  |  |
| Key person sickness/collapse/injury | Lack of key peopleLitigation | Comply with OHS policiesMore than 1 person with knowledgeFirst Aid on siteBack up people |  |  |  |
| Equipment failure | Disruption to entertainment program | All suppliers on callTest runsSuppliers have back up equipmentCorrect personnel |  |  |  |
| Injury to entertainers | Disruption to programLitigation | InsuranceBack up entertainmentFirst Aid on site |  |  |  |
| Entertainer causing injury | LitigationDisruption to event | InsuranceBack up entertainmentSt Johns |  |  |  |
| **CRIME** |  |  |  |  |  |
| Property damage | CostBad PRInconvenienceAngry traders/residentsInjury | Community organisers awareness  |  |  |  |
| Robbery | VictimsPolice response required | Call police |  |  |  |
| Underage drinking | Liquor LicenceBad PRCrowd discomfort | Community organisers briefing |  |  |  |
| **OTHER** |  |  |  |  |  |
| Govt regulations breach* Liquor
* Electrical
* Gas
 | Fine (penalties)Difficulty in securing future events | Manage the risk Testing and Tagging for electrical equipmentWorking with Council Regulatory Staff* Liquor licensing

Reputable companies/contractors |  |  |  |
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| **STEP 11** |
| **Risk assessment prepared by:** | **Risk assessment trained person:** |  | **Date:** |  |
| **Other participant names :** |  |
| **Consultation conducted with:** |  | **SWP to be developed?** | Yes [ ]  / No [ ]  |

|  |
| --- |
| **Step 12** |
| ***By signing below, participants acknowledge they have read and understand the risk assessment and agree to comply with all steps and control measures:*** |
| **NAME** | **SIGN OFF** | **DATE** | **NAME** | **SIGN OFF** | **DATE** |
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| **STEP** | **QUICK GUIDE OF WHAT TO DO** | **INFORMATION ON EACH PROJECT/TASK RISK ASSESSMENT STEP** |
|  | Complete a description of the Task / Activity | * At the top of the risk assessment record the task name, a brief description of the task, and the relevant work area and team. Keep as simple as possible, but with enough information to identify the task.
* If the Risk Assessment is being used to develop a Safe Work Procedure (SWP), the risk assessment task name should correspond with the title of the SWP.
 |
|  | Detail specific task steps | * In the first column “Ref No.” write the step no. starting from 1. up until however many steps/tasks there are in the task. If applicable, these should align with any associated SWP to enable cross referencing.
* List each of the specific tasks, activities and/or steps associated with the task/activity that will be undertaken.
 |
|  | Identify potential Hazards for each Task/Activity in Step 2.* Use *WHS Hazard Prompt Sheet* for help.
 | * In the column next to listed tasks/activities, identify all potential hazards relevant to each item. Record each hazard on a separate line.
* A common mistake is to refer to a hazard as the actual harm or the health effect it caused rather than the hazard. E.g. If the task was hosing down an area, the hazard is the wet floor not the potential harm caused e.g. fall / cut knee.
* If no hazards are found for a task/step or the risk has been addressed in a previous hazard, the task still needs to be listed to show it has been considered, and to keep the steps/tasks in line with any associated SWP.
 |
|  | List current control measures for each identified hazard in Step 2. | * In the column next to identified potential hazards list all the current control measures,
* Record each control measure on a separate line.
 |
|  | Evaluate the possible Consequence of the Hazard* Use Risk Matrix below
 | * Simply put if someone was exposed to the hazard, what would be the reasonable consequence? It is not always the “worst” case scenario; e.g. if you fell 1m off a ladder you could be killed as an extreme (e.g. land on your head), but the most likely consequence would be you might sprain your wrist or break a leg. Therefore the consequence is more likely to be moderate rather than catastrophic.
 |
|  | Evaluate the Likelihood of that Consequence* Use Risk Matrix below
 | * Ask yourself will it ever happen; if so what factors are needed for it to happen, and how often would those factors be around. Then ask yourself what you think the reasonable frequency would be, before determining the Likelihood.
 |
|  | Determine Risk Ratings of hazards* Use Risk Matrix below
 | * Determine each hazard’s risk rating by intersecting the “Consequence” and “Likelihood” levels on the Risk Matrix.
 |
|  | Identify Additional Controls to reduce hazard risk | * Control measures need to reduce hazard risk ratings to an acceptable level if the current risk level is unacceptable; aim for a low risk.
* Apply the Hierarchy of Control when determining control measures.
* The control measures you identify will form your action plan
 |
|  | Evaluate the Residual Risk (risk rating with controls in place) | * After control measures have been identified, you need to reassess each hazards risk rating to determine what the remaining risk would be with the controls in place from Step 7 (follow the principles in Steps 4 & 5 above).
* The aim is to achieve a Low Risk; if not achieved review controls again and/or ask for help.
 |
|  | Determine highest remaining residual risk | * If the highest residual risk on the risk assessment is a Low Risk, or a Moderate Risk the task/activity can commence once all control measures are in place and the risk assessment has been reviewed and approved.

If a High or Extreme risk still remains, then the task/activity must not commence and further advice needs to be sourced from OHS Advisor. |
|  | Approval / SWP development | * Once the risk assessment is complete, all participants should record their name on the sheet, document any consultation that was had (e.g. tabled at Safety First Committee) and the OHS Advisor should sign off the task for approval.
* Specify if a safe work procedure (SWP) is required to be developed (e.g. for routine / regular tasks).
 |
|  | Sign on / off | * All persons involved in a task/activity must acknowledge they have read and understood a risk assessment and agree to comply with all steps and control measures.
 |
|  | Responsible Person | * Reference the person responsible and completion date for ensuring a particular control is implemented before progressing with the tasks.
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| **HAZARD PROMPT SHEET** |  |  |
| **TASK PREPARATION CONSIDERATIONS INCLUDE:** |
| **PPE/C**(Personal Protective Equipment & Clothing) | * Eye Protection - Safety glasses/ Face shield
* Safety Harness
* Hearing Protection (Specify: \_\_\_\_\_\_\_\_\_\_\_)
* Helmet
* High-visibility
* Safety boots
* Long sleeves/trousers
* Coveralls
* Respirator / Dust Mask (Specify: \_\_\_\_\_\_\_\_\_)
* UV protection (Sunscreen Hat, glasses, etc)
* Gloves (Specify type: \_\_\_\_\_\_\_\_\_\_\_\_\_)
* Other:
 | **Plant****Equipment****Access****Emergency Response** | * 1st aid equipment/Trained first aiders
* Fire equipment/Spark containment
* Other emergency response
* Chemicals approved for job
* Chemical/Oil spill kit
* Amenities / Facilities / Hours of work
* Signage / Barricades
* Communication equipment
* Registered plant
* Vehicle type (Specify: \_\_\_\_\_\_\_\_\_\_\_\_)
* Plant Type (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* access / parking
 | **Training****Competency****Compliance** | * Induction training required
* High risk licenses
* WZTM
* White Card
* Load Restraint/Slinging
* Certificates of competency
* Experience
* Any relevant legislation
* Consultation / Notifications
* Any communication issues
 |
| **POTENTIAL HAZARDS ASSOCIATED WITH THE TASK RESULTING FROM *(but not limited to)*:** |
| **CATEGORY** | **CONSIDER** | **CATEGORY** | **CONSIDER** | **CATEGORY** | **CONSIDER** |
| **Permit to Work** | * Hot Work (Welding, cutting, grinding, etc)
* Confined Space Entry *(e.g. suffocation)*
* Isolations
* High Voltage
* Working at Heights
* Asbestos
* Excavation
* Other (Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
 | **Manual Handling** (Ergonomic**)** **Human** **Muscular** | * Repetition / Overuse
* High / Low reach
* High force / Heavy loads
* Awkward / Unbalanced loads
* Pushing / Pulling / Twisting
* Carrying & walking
* Over exertion *(e.g. fatigue)*
* Design / Layout
* Personal characteristics e.g. height
 | **Mechanical** | * Unguarded moving parts (e.g. crush)
* Drawing in / cutting points (e.g. nips)
* Impact and crushing areas
* Uncontrolled movement
* Tearing / Shearing (e.g. abrasions)
* Unsafe access
* Auto-start equipment
* Inadequate isolation points
* Hand & power tool condition
* Stored energy (e.g. vessels)
* Failure of plant (e.g. loss of load, plant ejection, collapse, fragmentation)
 |
| **Emergency** | * Working alone / Remote work
 |
| **Fire / Explosion** | * Inappropriate chemical storage/use
* Self-ignition combustibles (e.g. dust)
* Fire *(e.g. burns)*
 | **Thermal** | * Steam
* Hot or cold materials/surfaces
* Heat stress / Cold
 |
| **Gravitational**Injured by people or objects falling | * Working at height / Unguarded edge
* Struck by falling/lowering object
* Rolling/Sliding objects
* Ascending/Descending stairs / ramp / ladders / platform / mobile equipment
* Lifting equipment (e.g. crane, sling)
* Holes/Gaps or Slip/Trip hazards
* Scaffolding
* Unbalanced ladders
* Structural failure / Exceeding load ratings
 | **Environment****Chemical** | * Hazardous Subs/Dangerous Goods
* Inadequate storage/bunds/labelling
* Gas / Dust / Fumes *(e.g. explosion)*
* Poor ventilation
* Inhalation / Absorption / Skin contact
* Waste/Contamination e.g. soil/water/air
 | **Pressure** | * Compressed gases
* Hydraulic / Vacuum
* HP steam / Water / Oil
 |
| **General****Work Area****Housekeeping** | * Time of day and illumination/glare
* Wet / Slippery / Uneven surfaces
* Weather & outdoors e.g. UV, Heat, Cold, Rain, storms
* Unauthorised personnel entry
* Noise / Vibration
* Aggression – verbal/physical
* Biological-fluids, sharps, insects, snakes
* Inadequate maintenance/inspections
* Restricted work area
* Working in fires risk area?
* Any foreseeable abnormal conditions?
* Any other hazardous conditions?
 |
| **Procedural** | * Inadequate training / experience
* Incorrect equipment selection / use
 |
|  **Mobile Plant****Pedestrians** | * Traffic / pedestrian interaction
* Vehicle instability e.g. rollover
* Exceeding rated capacity
* Obstructed / Poor Visibility
* Being hit by the activities of another person, moving vehicle or object
 |
| **Electrical** | *Hazards resulting in electrocution / burns; E.*g.* Cables: Unsafe condition/location
* No earth leakage protection
* High voltage / Switch rooms
 |

**RISK MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Consequence****Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **1** | **2** | **3** | **4** | **5** |
| **Almost Certain** | **E** | Moderate | High | High | Extreme | Extreme |
| **Likely** | **D** | Moderate | Moderate | High | High | Extreme |
| **Possible** | **C** | Low | Moderate | Moderate | High | Extreme |
| **Unlikely** | **B** | Low | Moderate | Moderate | High | High |
| **Rare** | **A** | Low | Low | Moderate | Moderate | High |
|  |  |  |  |  |  |  |

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| --- | --- | --- |
| **Rating** | **Likelihood** | **Explanation** |
| **E** | Almost Certain | Is expected to occur in most circumstances e.g. monthly |
| **D** | Likely | Will probably occur in most circumstances eg quarterly |
| **C** | Possible | Might occur at some time e.g. annually |
| **B** | Unlikely | Could occur at some time e.g. greater than annually |
| **A** | Rare | May occur only in exceptional circumstances |
|  |  |  |

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| **Level** | **Consequence** | **Explanation** |
| **1** | Insignificant | No injuries or no significant injuriesNegligible loss or damage to property/infrastructure |
| **2** | Minor | First aid treatment required resulting in lost time (> 1day)Minor loss or infrastructure damage |
| **3** | Moderate | Medical treatment/hospitalisation requiredModerate loss/or infrastructure damage |
| **4** | Major | Serious & extensive injuries requiring hospitalisation/rehabilitationSerious structural damage |
| **5** | Catastrophic | Fatality of a member of staff or publicCritical loss, irreversible damage property/infrastructure |