

MEMBER OF



Safety First: Risk Management

Understanding and completing Targeted Risk Assessments (TRA)
for Motorsport Australia Events



Risk Management

Definition:

A process of well defined steps taken in sequence which support better decision making by giving greater insight into what can go wrong and what to do about it

Risk Management is recognised as an integral part of good management practice

Risk Management and Duty of Care

Things to consider:

- What could go wrong?
- Who could be affected?
- How likely is it to happen?
- If it happens how badly could anyone get hurt?
- Who have you talked to about it?
- What can be done about it?

How can it be applied?

The process can be applied to any situation where anything unexpected or unwanted that happens could have a serious effect Motorsport Australia needs to know about what might happen to be able to take steps to reduce the problems that could be caused

What is a TRA?

“Targeted Risk Assessment”

- It shows that you thought about what could go wrong
- It shows that you thought about who could be affected
- It shows that you thought about how likely it was to happen
- It shows that you thought about what could be done about it
- It shows that all people involved were consulted

It shows that there is nothing complicated about risk assessments and we can all do them.

Who Completes a TRA and When?

Who completes a TRA?

- Compliance checkers
- Safety representatives
- Race officials
- Motorsport Australia staff
- Circuit, raceway or venue staff
- Club members

When do we complete a TRA?

- At any time during, planning, set up and the actual activity itself
- not forgetting the dismantling process of the activity

When do I complete a TRA?

- When something unexpected happens
- When something turns out how it shouldn't
- When you realise something is dangerous
- When you've had a near miss

When anything happens which could be dangerous to you or the next person who carries out the activity

Targeted Risk Assessment

TRA-01



Event details

NAME OF EVENT

EVENT VENUE

DATE OF EVENT - -

TYPE OF WORK BEING PERFORMED

e.g. refuelling, flag waving, walking to work area

Risk Identification

RISK MATRIX

Likelihood	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
A - Almost Certain	High	High	Extreme	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D - Unlikely	Low	Low	Medium	High

ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK

Extreme risk Immediate actions required
 High risk Senior Management (Senior Event Official) attention needed
 Medium risk Management (Organiser) responsibility must be specified
 Low risk Manage by current procedures/continue current process

*Note: "Management" and "Official" are considered to be like terms
 See reverse for descriptions of Likelihood and Consequence outcomes*

IDENTIFIED RISKS

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk (Low-Extreme)	Controls/Treatment performed What has been done about it?	Who Will Implement?	Who Will Check?	Who Confirmed Actions Were Completed? (signature)
<i>Example: spectator could be hit by debris from car</i>	C	3	High	<i>Debris fence, move spectators further back, additional crowd control officials</i>	<i>Organiser Marshals</i>	<i>Race Sec</i>	<i>x</i>

Motorsport Australia Targeted Risk Assessment available at:
motorsport.org.au/regulations/safety-integrity/tra



Targeted Risk Assessment



Likelihood/Consequence Descriptions

Likelihood	
Item	Description
A - Almost Certain	Action will probably occur numerous times or in many circumstances
B - Likely	Action may occur occasionally or in some circumstances
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere
D - Unlikely	Whilst theoretically possible is not known to have occurred

Consequence		
Item	Personal Injury - Description	Administrative - Description
4 - Major Consequence	Death, permanent or extensive injury requiring hospitalisation to one or more people	Significant hardship to Organisation
3 - Moderate Consequence	Serious injury requiring hospitalisation; broken limbs or stand down for duration of event	Significant rejigging of organisational plans required
2 - Minor Consequence	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
1 - Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention	Localised assessment of affected issue to be considered

Points to Remember

WHAT CAN CAUSE INJURY OR DEATH?

- Slips/trips
- Collapse of structures
- Dangerous or flammable materials
- Electrical cables
- Heavy equipment
- Public access/egress/behaviour
- Weather (e.g. rain/hail/wind/thunderstorms)
- Projectiles

FOUR RISK TREATMENTS

- **Avoid:** Don't do the activity
- **Treat:** Reduce by use of controls
- **Accept:** If low or if consequences can be tolerated
- **Transfer:** (Caution – not possible to transfer duty of care)

LEVELS OF CONTROL METHODS

- **Avoid** (Try to start here)
- **Substitute**
- **Isolate**
- **Reduce by physical controls**
- **Reduce by admin warning and rules**
- **Use Personal Protection Equipment** (Last resort)

Declaration

WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?

Date	Name	Position	Signature

TRA COMPLETED BY

SIGNED

DATE

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The Basic Steps

Identify the risk – Look at what is being done and consider what could go wrong

Consider and rank the following:

- ***Likelihood* of that risk occurring**
 - A. Almost certain
 - B. Likely
 - C. Possible
 - D. Very likely

- ***Consequence* of that risk if it happened**
 - 4. Kill or cause serious disability
 - 3. Long term illness or serious injury
 - 2. Requires medical attention
 - 1. Minor First Aid needed

The Matrix

Indicate the **Likelihood** and **Consequence** on the matrix to score the risk

RISK MATRIX	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
Likelihood				
A - Almost Certain	High	High	Extreme	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D - Unlikely	Low	Low	Medium	High

The Risk Score

Where the **Likelihood** and **Consequence** meet on the matrix

Extreme Risk	Immediate actions required
High Risk	Senior Management (Senior Event Official) attention needed
Medium Risk	Management (Organiser) responsibility must be specified
Low Risk	Manage by current procedures/continue current process

Risk Treatment

Use the **Hierarchy of Control** to decide what to do next

		<i>Example</i>
The best option	Avoid	<i>Don't do it</i>
	Substitute	<i>Do something else</i>
	Isolate	<i>Do it somewhere else</i>
	Reduce by physical controls	<i>Put barriers around it</i>
	Reduce by admin warning	<i>Put a sign in front of it</i>
The least desirable option	Use PPE (Personal Protective Equipment)	<i>Wear earplugs while doing it</i>

The type of risk treatment and controls should be written on the form

Completing the Risk ID Section

IDENTIFIED RISKS

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk (Low-Extreme)	Controls/Treatment performed What has been done about it?	Who Will Implement?	Who Will Check?	Who Confirmed Actions Were Completed? (signature)
Concrete grate on right-hand exit of Turn 2 was broken in two and protruding vertically into the air. Risk of a vehicle striking it being damaged and the driver injured	C	3	High	1. Broken section of grate was restored to original position 2. The entire grate was replaced after the following event	Course Marshal	Regional Track Inspector	 Clerk of Course
Tow truck in front of barriers at south end of Green Paddock could be hit by errant vehicle	D	3	Medium	Remove truck to back behind fence line	Emergency Controller	Recovery Chief	 Deputy Clerk of Course
Environmental protection for officials	C	1	Low	1. Erect a shade shelter tent as a temporary measure. 2. Permanent protection to be provided on location approval	Officials Owner	Track Inspector	 Clerk of Course

When the alarm bells ring

- Any risk score of “**Extreme**” or “**High**” on the matrix should be discussed and reassessed with a group of experienced people
- If in doubt – seek advice from experts

Audit, Consult and Sign Off

The final stages of the TRA process include:

- **Audit** the risk, treatments and controls
 - Who makes sure it happens?
 - Who checks that it was done?
 - Who was notified about it?
- **Consult** – note the names and position of who you talked to when assessing and identifying the risk and record their signature
- **Final sign off** – Sign your name and the date of completion at the bottom of the TRA form

Audit and sign off's ensure effective risk management does not slip through the cracks.

In Summary

1. Fill in the top left hand side section with all the details of the site or circuit, date, activity
2. Describe what could go wrong in the column on the far left,
3. Rank the Likelihood and Consequences for the risk,
4. Use the matrix on the right hand side to score the risk and write the score number in the score column,

In Summary

5. Think of the possible controls and write them in the section to the right of the risk score column,
6. Fill in columns naming who will carry out the controls and who will check that they are carried out
7. Talk to the person responsible for carrying out the controls and get them to sign on the right hand side,
8. Sign and date the form at the bottom, keep a copy and send to Motorsport Australia after the event with your paperwork

Finally

Completing a TRA means you have

- Shown that you are aware of risk
- Shown that you are fulfilling your Duty of Care
- Helped Motorsport Australia to make motorsport safer for all

**Congratulations,
you are now a Risk Manager**



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Thank you

Safety First - Risk Management

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