The CAMS Safe Event Package provides essential information for Organisers of Motorkhana/Khanacross events of the potential risks of the activities associated with these events (other than the competition component, where risks are minimized through the application of the CAMS National Competition Rules). It also provides important information on how to assess and manage hazards which may not have not been identified previously, so they may be controlled and reduced to a level which is considered to be acceptable.
INTRODUCTION

This document is designed to assist Event Organisers with risk identification and associated processes to provide a systematic approach to health and safety obligations at motorkhanas/khanacross.

As a major component of the ongoing commitment to and improvement of risk management at all events held under its sanction, CAMS has undertaken a significant amount of stakeholder consultation in regard to the position and task specification of the Compliance Checker. As a result of feedback received from the various consultative sessions, a risk register process has been developed and controlled, with data being provided by Organisers, Officials and Administrators at many events through the completion of Targeted Risk Assessment forms.


The CAMS Safe Event Package includes:

- A generic risk assessment for motorkhanas/khanacross.
- A copy of the CAMS Risk Management Policy
- A copy of the CAMS Bulletin which accommodates the requirements of health and safety legislation
- A document which provides training information on CAMS risk management process
- An example of a completed Targeted Risk Assessment form
- A blank Targeted Risk Assessment form

RISK ASSESSMENT

CAMS has undertaken a generic risk assessment for Motorkhana/Khanacross events. The assessment is based on two principles:

- That the sporting activities at this event will be conducted in accordance with the National Competition Rules of CAMS and any appendices thereto and including duly authorised Supplementary and Further Regulations for individual events;
- That activities including those not covered by sporting activity regulations have been assessed with reference to the CAMS Risk Register and risks will be identified and assessed with controls put in place using input from other event stakeholders utilising the methodology of Australian Standard AS/4360:2004 Risk Management.

This document will assist Event Organisers with risk identification and associated processes. The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks. Further details on the process for risk management, including the criteria used to identify, assess, rank and control risks for motor sport events conducted under the auspices of CAMS, can be obtained from the Risk Management Project Coordinator, National Office of CAMS, 851 Dandenong Road, Malvern East, VIC, 3145.

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STAKEHOLDER CONSULTATION

The foundation of an effective risk management system includes the essential component of stakeholder consultation. Organisers of CAMS sanctioned events are encouraged to consult with all relevant persons and/or organisations which may include competitors, drivers, officials, contractors and support crews during the planning, preparation for, and actual operation of the event. Organisers are encouraged to consider and adopt the slogan “Think, Talk, Do and Review”.

RISKS IDENTIFIED

In undertaking the organisation of this event, the organiser will note the following identified risk areas and implement appropriate control mechanisms, which may include regulatory requirements advised in the CAMS NCR.

Risks at Motorkhana / Khanacross: (which are able to be controlled by the Organiser)
1. Motorkhana participation; injury to competitors
2. Officials roles; in the competition and support paddock, marshalling and scrutiny bay areas.
3. Crew members providing competitor support
4. Fire at the site of any spillage/leakage of fuels or other inflammables.
5. Unacceptable spectator behaviour including invasion on-to the competition area
6. Inadequate spectator control at the event.

Risks at Motorkhana / Khanacross: (which are outside the direct control of the Organiser)
1. Infrastructure collapse or plant and machinery failure resulting in injury.
2. Incident from landowners’ contractor or sub-contractor activities.
3. Traffic management and public safety risks within public areas of the venue.
4. Emergency management risks and compliance.

CONTROL OF RISKS

In controlling risks, the organisers of the event will use their best endeavours to:

- Ensure adequate and appropriate briefing for all officials, competitors, marshals and staff.
- Ensure emergency response and medical plans are in place and are communicated to relevant persons.
- Ensure adequate protection from ill health or fatigue due to environmental hazards – by drinking water, wearing hats, applying sun block, taking shelter, arranging work and comfort breaks
- Consult, identify, assess risks, notify venue manager and get appropriate assurances that risks of the hired venue are reduced to acceptable levels prior to the Event.
- Ensure appropriate contractor compliance with OH&S, insurance, and that contractors use safe work methods.
- Confirm training and experience (CAMS Licences) of Event Officials and participants and ensure compliance with CAMS NCR’s in all facets of event organisation and operation.
- Prevent or stop any unsafe activity within their control.
- Complete a Targeted Risk Assessment (TRA) on perceived or potential operations or deviations from safe practices on areas otherwise not controlled by event regulations.

The following points characterise some generic OH&S risk /hazards identified in the broad field of motor sport activities. Organisers are encouraged to use this as a guide to consider risks in the environment of the event.

- Uncontrolled access and restrictions for public or unauthorised persons to unloading/loading areas, service/paddock/pit areas and competition areas.
- Manual handling of automobiles, tools, parts, major mechanical components and other associated equipment.
- Storage, identification and use of fuels, lubricants, chemicals, compressed gasses and other flammable substances.
- Use of compressed air powered tools, portable generators and electrical tools and equipment.
- Use of non-powered hand-held tools.
- Working beneath raised loads, particularly automobiles.
- Working in close proximity to hot operating mechanical components, fluids and gasses.
- Working in close proximity to high speed oscillating or revolving engine and associated parts.
- Working in close proximity to vehicles moving at speed.
- Working in a competitive motor sport environment with potential for flying debris as a result of component failure or collision.
- Working in an environment with high noise levels.
- Uncontrolled or unruly crowd behaviour.
- Access to work areas by persons unfamiliar with work processes (sponsors, visitors, public etc).
- Working in the proximity of service providers and contractors performing diverse activities.
- Associated event entertainment, including demonstrations, stunts, rides and pyrotechnics.
AGREEMENT /COMMITMENT TO CO-OPERATE AND CO-ORDINATE

• The Event Organiser has confirmed that they have read and understood the document titled CAMS Safe Event Package for Motorkhanas /Khanacross and will have a copy available at the event. For a copy go to www.cams.com.au/go/riskmanagement

• Other risks and controls as identified by Event Organisers and considered worthy of note need to be recorded on a CAMS Targeted Risk Assessment form and sent to CAMS for incorporation on the CAMS Risk Register for further improvement practices.

• All States require incident notification in regards to serious injury or death when events are deemed a “workplace”. Each State has different criteria in regards to what constitutes a reportable injury to Work Cover and that additional reports may be required. CAMS State Offices can provide further information.

• Displaying the CAMS OH&S policy accords a commitment to this assessment and that using an outside OH&S policy may conflict with the CAMS policy on which this risk assessment was based. A copy of the CAMS OH&S policy is contained within the CAMS Safe Event Package for Motorkhanas /Khanacross and maybe placed on display near the event permit.

• The person in charge of the venue/site for this competition (the nominated Clerk of Course or Event Secretary) has confirmed that the event will be conducted in accordance with the risk management concepts described in the CAMS Safe Event Package for Motorkhanas /Khanacross including the OH&S policy.

The following pages provides copies of essential documents, processes and forms which have been specifically designed to assist motorsport organisers to undertake risk minimisation processes at motorsport events.
CAMS RISK MANAGEMENT POLICY STATEMENT

Policy Summary

CAMS aims to use world's best practice in risk management to support and enhance activities in all areas of CAMS organisation and operations, including its business unit and licensed events operations, to reinforce its commitment to promote and achieve safety, fairness and social responsibility in the conduct of motor sport under its sanction.

CAMS will use a structured risk management program complying with AS4360 and which has been developed to suit its unique circumstances, to not only minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property but also to identify and take advantage of opportunities.

Policy Components

The key components of CAMS risk management policy are:

• The approval of CAMS Risk Management Policy by the Board of CAMS
• The establishment of a “Risk Management Steering Committee”, which will assume overall responsibility for the risk management program, including endorsing policy, selecting the core team members who will assist with undertaking the process and driving the implementation of policy.
• The provision of well defined objectives which can be explained to, and accepted by, everyone who may be affected by them.
• The development of an accurate and clear understanding of the current situation at the workplace including in accordance with the legislative requirement to comply with AS4360.
• The creation of a detailed and practical plan to change the present situation and obtain objectives, with “milestones” for making progress towards compliance.
• The provision of training and encouragement for stakeholders to implement risk management effectively.
• To ensure that risk management is an integral part of all CAMS decision-making processes
• The allocation of appropriate resources to realise the plan, including commitment to the overall program by all who are involved in its success
• The instigation of periodic checks to ensure that the program is being implemented efficiently
• The undertaking of an audit of the results of implementing the plan to ensure its effectiveness.
• Making any required changes to the plan to ensure the attaining of the objectives.

Responsibility

The Board of CAMS together with its Chief Executive Officer will be jointly responsible for the implementation of the risk management process and will be ultimately responsible for the management of risks of the business unit. The Risk Management Steering Committee has been approved by the Board of CAMS and has been charged with the duty of implementing CAMS Risk Management policy. All stakeholders and personnel will be responsible for managing risks in their areas.
CAMS OCCUPATIONAL HEALTH AND SAFETY POLICY

OBJECTIVE

The Confederation of Australian Motor Sport Ltd (CAMS) is committed to providing, so far as it is practicable, its stakeholders with a structured environment to minimise risks to health, safety and welfare. CAMS recognise that motor sport is inherently dangerous and will continue to strive to minimise risk to those involved through a shared and integrated approach to health and safety. This policy outlines the organisational commitment and policy in achieving this objective.

DEFINITIONS

Insofar as this policy is concerned the following definitions apply:

CAMS Designated Representative – either a Steward of the Event, the Clerk of Course or the Secretary of the Meeting, or a licensed official otherwise nominated by CAMS or the organiser of an event

CAMS Representative – any person who is a member of CAMS staff or a CAMS Director, volunteer, licensed official, official, or such other person who may be so nominated by CAMS.

CAMS Stakeholder – any person who is a CAMS Director, Employee, Volunteer, Licensed Official, self-employed person or visitor. For the duration of events for which CAMS has issued an Organising Permit, this will also include persons who are members of or employed by CAMS Associated and/or Affiliated Organisations, CAMS Competition Licence holders who may be competing in the event and persons or organisations to whom CAMS has issued an Organising Permit.

Contractors- persons who provide goods or services by contract or by way of a sub-contract.

Licensed Official – any person holding a current and valid CAMS official's licence.

Official – any person who is appointed by an Organiser to undertake a specific task at events under the control of an Organising Permit issued by CAMS.

Plant-any machinery, vehicle, appliance, implement or tool and any component fitted thereto.

Self employed person - any person engaged to perform work under a contract e.g. builders.

Senior Official – any Official who is so nominated by an Organiser at events under the control of an Organising Permit issued by CAMS.
CAMS OCCUPATIONAL HEALTH AND SAFETY POLICY (cont)

Senior Volunteer – a volunteer who is designated as a Member of a Board of CAMS, or a Chairman of any CAMS Commission, Committee, Working Group, Panel or is otherwise appointed by CAMS to a senior voluntary position.

Spectator – a person who attends an event (whether by personal invitation, or in response to general advertisements or public notices, or otherwise) under the control of an Organising Permit issued by CAMS (whether or not entrance to such an event is obtained in exchange for a fee) for the express purpose of viewing the event.

Stakeholder - any person or company directly associated with the business activities of CAMS, or events sanctioned by CAMS.

Visitor - any person not normally assigned to work in that area e.g. new contractor.

Volunteer or Voluntary Worker – any person who holds a position on a Board, Commission, Committee, Working Group, Panel or otherwise and gives their time and effort for no financial reward is recognised by CAMS as a volunteer.

Workplace - any location whether or not a building or a structure where CAMS conducts its business activities including nominated venues whilst events under the control of an Organising Permit issued by CAMS.

Policy Statement

CAMS policy is to recognise and manage so far as is practicable its moral and legal responsibilities for the safety and health of its personnel and persons who may be affected by CAMS activities.

Policy Application

This policy applies to all personnel and all persons at CAMS activities, workplaces and/or locations.

Policy Direction

As far as is reasonably practicable, CAMS will achieve this by:

- Managing a comprehensive Health and Safety program which seeks to protect and enhance the health and safety of CAMS’ stakeholders;
- Consulting with stakeholders on an ongoing basis regarding health and safety;
- Providing safe plant and systems of work;
- Providing written procedures and instructions to ensure safe systems of work;
- Identifying hazards, assessing risks and treating/controlling the hazards;
- Ensuring compliance with existing legislation, standards and where appropriate current industry practices;
- Providing information, instruction, education, training and supervision to personnel and contractors to the duties they perform, to ensure their safety;
- Encouraging CAMS’ stakeholders to contribute and make suggestions about better ways to identify hazards and manage risks;
CAMS OCCUPATIONAL HEALTH AND SAFETY POLICY (cont)

• Ensuring adequate health, safety, welfare and rehabilitation services are available;
• Allocating adequate resources to meet the CAMS OH&S Policy;
• Reviewing CAMS records, accidents and near misses to identify opportunities for improvement;
• Reviewing the program at least annually.

Accountabilities

Safety is a shared responsibility, and the following accountabilities apply to the implementation of this policy:

Management

All management are accountable to implement this policy within their area of responsibility.

Management is responsible for:
• The provision and maintenance of equipment in a safe condition;
• Identifying hazards, assessing risks and then controlling hazards;
• Active involvement in the development, promotion and implementation of health and safety policies and procedures approved by CAMS;
• Seeking assistance or expert advice when required;
• Ensuring personnel receive training in the safe performance of their duties and assigned tasks;
• Facilitating appropriate consultation with personnel and stakeholders within their area of responsibility;
• Reporting safety issues and incidents in a timely manner;
• Actively supporting and facilitating support, welfare and rehabilitation for those affected by safety related issues.

Personnel/Individual

All personnel are responsible for:
• Following all health and safety policies and procedures;
• Utilising all equipment provided for their protection;
• Operating within their level of competence and experience;
• Reporting all known or observed hazards to management;
• Cooperating with any action taken by CAMS to comply with its legislative and moral obligations with respect to safety.

OH&S Policies on specific issues

Policies, procedures, operational safety requirements and safe work methods on specific occupational health and safety issues, consistent with the principles in this policy, will be issued as appropriate.

Graham Fountain
Chief Executive

Date: 20 March 2008

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SPORTING BULLETIN
NATIONAL COMPETITION RULES

REFERENCE:
2007 CAMS Manual of Motor Sport, Section 4, National Competition Rules, NCR 52, page 4-10
and CAMS Online Manual of Motor Sport, Section 4, National Competition Rules, NCR 52.

RATIONALE:
To accommodate the requirements of Health and Safety legislation.

AUTHORITY:
This amendment was approved by the Board of CAMS on 11 July 2007.

ACTION:
Amend NCR 52 by insertion of one paragraph as follows:

62. RESPECT OF LAWS AND REGULATIONS

A competition may be held on a road or on a track, or on both, but no permit shall be
granted by CAMS unless the organiser undertakes to obtain the necessary permissions from
the relevant local authorities.

Occupational Health and Safety legislation imposes obligations on each Organiser to
ensure the conduct of the Meeting, including the management of contractors, is in
accordance with applicable legislation.

A competition taking place on public roads open to normal traffic must conform to the
relevant Road Traffic Regulations of the State(s) in which it is conducted. Penalties for any
violation of such regulations shall be determined by the Stewards of the Meeting.

Originated by: Tim Schenken
Manager, Motor Racing

Authorised by: Graham Fountain
Chief Executive Officer

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This series of slides is designed to provide guidance in the application for motor sport in the risk management process. It provides the basic steps on completing a Targeted Risk Assessment.

**Risk Management & 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.

CAMS 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,
- CAMS 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 realize 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.
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 Unlikely

- **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

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Almost Certain</td>
<td>High</td>
</tr>
<tr>
<td>B – Likely</td>
<td>Medium</td>
</tr>
<tr>
<td>C – Possible</td>
<td>Low</td>
</tr>
<tr>
<td>D – Very Unlikely</td>
<td>Low</td>
</tr>
</tbody>
</table>

The Risk Score

Where the Likelihood and Consequence meet on the matrix

- **Extreme Risk**: Immediate action 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.

The best option:
- Avoid
- Substitute
- Isolate
- Reduce by physical controls

The worst option:
- Reduce by admin warning
- Use PPE (Personal Protective Equip)
- Avoid

FOR EXAMPLE
- (don’t do it)
- (do something else)
- (do it somewhere else)
- (put barriers round it)
- (put a sign up in front of it)
- (wear earplugs while you do it)

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

Completing the Risk ID Section

<table>
<thead>
<tr>
<th>Description of identified Risk</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Control/Treatment (completed)</th>
<th>Who will implement</th>
<th>Who will check</th>
<th>Review completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Erect a shade shelter as a temporary measure.</td>
<td>LOW</td>
<td>1</td>
<td>-</td>
<td>Regional Track Controller</td>
<td>Regional Track Controller</td>
<td>No</td>
</tr>
<tr>
<td>2. Permanent protection for officials.</td>
<td>LOW</td>
<td>1</td>
<td>-</td>
<td>Regional Track Inspector</td>
<td>Regional Track Inspector</td>
<td>No</td>
</tr>
<tr>
<td>3. Concrete grate on right-hand exit of Turn 2 was broken in two and half of it was sticking vertically into the air. There was a risk of a car striking it being damaged and the driver injured.</td>
<td>HIGH</td>
<td>2</td>
<td>-</td>
<td>Regional Track Inspector</td>
<td>Regional Track Inspector</td>
<td>No</td>
</tr>
</tbody>
</table>

When alarm bells ring....

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

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Audit, Consult & 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 & 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, etc
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,

Continued over page...
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 CAMS 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 to make motor sport safer for all

YOU ARE NOW A RISK MANAGER
# Sanctioned Event – Targeted Risk Assessment

**Event / Venue:** Motorkana  
**Area / Location:** Open Fields Flat Rd  
**Date:** 12/4/09

### Risk Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Almost Certain</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>B - Likely</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>C - Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>D - Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

### Identified Risks:

<table>
<thead>
<tr>
<th>Description of Identified Risks</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Resultant Risk</th>
<th>Controls / Treatment performed</th>
<th>Who will Implement?</th>
<th>Who will Check?</th>
<th>Who confirmed actions were completed (sign)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Traffic in Pit Area by Vehicles</td>
<td>C</td>
<td>3</td>
<td>High</td>
<td>Debris fence, more spectating further back, additional control officials</td>
<td>Organiser / Marshals</td>
<td>Race Sec</td>
<td></td>
</tr>
<tr>
<td>2. Unsuitability of Area selected to set up test</td>
<td>C</td>
<td>3</td>
<td>High</td>
<td>Test areas must be planned for, drainage, rocks, gutters and be a suitable size for a test.</td>
<td>Organising Committee</td>
<td>Event Sec</td>
<td></td>
</tr>
<tr>
<td>3. Risk of grass fire due to rural venues</td>
<td>B</td>
<td>1</td>
<td>Medium</td>
<td>Fire hydrant available, smoke alarm, fire extinguishers</td>
<td>Organising Committee</td>
<td>Event Sec</td>
<td></td>
</tr>
<tr>
<td>4. Marshalls could become dehydrated working in the heat of the day</td>
<td>C</td>
<td>2</td>
<td>Medium</td>
<td>Provide water and shade for marshalls when possible, promote rest periods</td>
<td>Organising Committee</td>
<td>Event Sec</td>
<td></td>
</tr>
</tbody>
</table>
**Sanctioned Event – Targeted Risk Assessment**

**Form TRA-01**

**Likelihood/Consequence Descriptions:**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>Personal Injury</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Almost Certain</td>
<td>Action will probably occur numerous times or in many circumstances</td>
<td>4 - Major Consequence</td>
<td>Death, permanent or extensive injury requiring hospitalisation to one or more people.</td>
</tr>
<tr>
<td>B - Likely</td>
<td>Action may occur occasionally or in some circumstances</td>
<td>3 - Moderate Consequence</td>
<td>Serious injury requiring hospitalisation; broken limbs or stand-down for duration of event</td>
</tr>
<tr>
<td>C - Possible</td>
<td>Action may occur in exceptional circumstances and has been known to occur elsewhere</td>
<td>2 - Minor Consequence</td>
<td>Medical attention on site or ongoing attention to injury may be required</td>
</tr>
<tr>
<td>D - Unlikely</td>
<td>What theoretically possible is not known to have occurred</td>
<td>1 - Insignificant Consequence</td>
<td>Minor first aid, if at all; no ongoing medical attention</td>
</tr>
</tbody>
</table>

**Points to Remember:**

**What can cause injury or death?**

- Slippery
- Collapse of structure
- Dangerous or flammable Materials
- Electrical cables
- Heavy equipment
- Public access / ingress / egress / behaviour
- Weather (e.g. Rain / 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 stop it happening.
- **Substitute**: Isolate.
- **Reduce by physical controls**
- **Reduce by system and rules**
- **Use Personal Protection Equipment**

**Who Did You Talk To In Assessing And Identifying This Risk?**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jack Holden</td>
<td>Organising Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tom Ford</td>
<td>Organising Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fred Benz</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sue Klein</td>
<td>Observer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jason Subaru</td>
<td>CAMS Appointed Steward</td>
<td></td>
</tr>
</tbody>
</table>

Completed by: [Signature]  
Signed: [Signature]  
Date: [Signature]
## Sanctioned Event – Targeted Risk Assessment

**Event / Venue**

**Area / Location**

**Date**

### Risk Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>1: Insufficient</th>
<th>2: Insufficient</th>
<th>3: Moderate</th>
<th>4: Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Almost Certain</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>B - Likely</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>C - Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>D - Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

### Identified Risks:

<table>
<thead>
<tr>
<th>Description of Identified Risks</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Resultant Risk</th>
<th>Controls / Treatment performed</th>
<th>Who will implement?</th>
<th>Who will check?</th>
<th>Who confirmed actions were completed (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: spectator could be hit by debris from car</td>
<td>C</td>
<td>3</td>
<td>RISK</td>
<td>Grabbing fence, move spectators further back, additional crowd control officials</td>
<td>Organiser</td>
<td>Marshals</td>
<td>Race Sec</td>
</tr>
</tbody>
</table>

### 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 life terms

See reverse for descriptions of Likelihood and Consequence outcomes.
# Sanctioned Event – Targeted Risk Assessment

## Likelihood/Consequence Descriptions:

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>Personal Injury</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Almost certain</td>
<td>Action will probably occur numerous times or in many circumstances</td>
<td>4 - Major Consequence</td>
<td>Death, permanent or extensive injury requiring hospitalisation to one or more people</td>
</tr>
<tr>
<td>B - Likely</td>
<td>Action may occur occasionally or in some circumstances</td>
<td>3 - Moderate Consequence</td>
<td>Serious injury requiring hospitalisation; broken limbs or stand down for duration of event</td>
</tr>
<tr>
<td>C - Possible</td>
<td>Action may occur in exceptional circumstances and has been known to occur elsewhere</td>
<td>2 - Minor Consequence</td>
<td>Medical attention on-site or ongoing attention to injury may be required</td>
</tr>
<tr>
<td>D - Unlikely</td>
<td>What theoretically possible is not known to have occurred</td>
<td>1 - Insignificant Consequence</td>
<td>Minor first aid, if at all</td>
</tr>
</tbody>
</table>

## Points to Remember:

**What can cause injury or death?**
- Slip/trip
- Collapse of structure
- Dangerous or flammable materials
- Electrical cables
- Heavy equipment
- Public access / ingress / egress / behaviour
- Weather (e.g. Rain / Hail / Wind / Thundersstorms)
- 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: (Cautions – not possible to transfer duty of care)

**Levels of Control Methods**
- Avoid: Try to start here
- Substitute
- Isolate
- Reduce by physical controls
- Reduce by administrative and training
- Use Personal Protection Equipment

## Who Did You Talk To In Assessing And Identifying This Risk?

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
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Completed by:  
Signed:  
Date: