



Understanding and completing Targeted Risk Assessments (TRA)



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 recognized as an integral part of good management practice



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

The NMSF 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 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?

Event organizers
NMSF representatives
Race officials
Circuit owners
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

<i>RISK MATRIX</i>	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 - Very Unlikely	Low	Low	Medium	High



The Risk Score

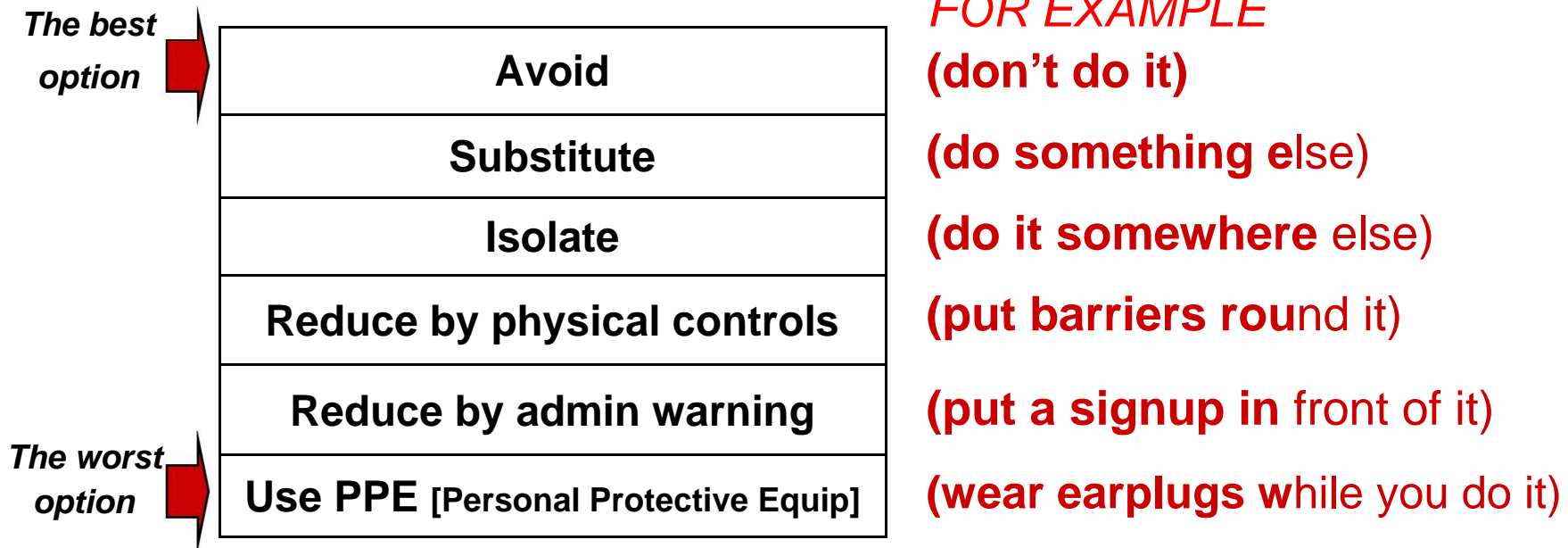
Where the **Likelihood** and **Consequence** meet on the matrix

Extreme Risk	Immediate actions required
High Risk	Senior Management (Senior Event Official) attention needed
Medium Risk	Management (Organizer) 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 type of risk treatment and controls should be written on the form



Completing the Risk ID Section

Description of identified Risks	Likelihood (A - D)	Consequence (1 - 4)	Resultant Risk	Controls / Treatment performed What has been done about it ?	Who will Implement ?	Who will Check?	Who confirmed actions were completed (sign)
1. 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	C	3	HIGH	1. Broken section of grate was restored to its position over the drain. 2. The entire grate was replaced after the following event	Course Marshall	Regional Track Inspector	
1. Tow truck in front of barriers at south end of Green Paddock could be hit by errant car	D	3	MED	Remove truck to back behind fence line	Emergency Controller	Recovery Chief	Deputy Clerk of Course
1. Environmental protection for officials	C	1	LOW	Erect a shade shelter tent as a temporary measure. Permanent protection to be provided on location approval	Officials Owner	Track Inspector	



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



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,



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 NMSF 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 the NMSF to make motor sport safer for
all**

**YOU ARE NOW A
RISK MANAGER**





Sanctioned Event – Targeted Risk Assessment

Form TRA

Event / Venue		Type of Work being performed e.g. refueling, waving flag, walking to work area
Area / Location		
Date		

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

ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK:

Extreme risk Immediate actions required
 High risk Senior Management (Senior Event Official) attention needed
 Medium risk Management (Organizer) 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	Controls / Treatment performed What has been done about it ?	Who will Implement?	Who will Check?	Who confirmed actions were completed (sign)
<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>Organizer Marshals</i>	<i>Race Sec</i>	
1.							
2.							
3.							
4.							

Completed by: _____

Signed: _____

Date: _____



Sanctioned Event – Targeted Risk Assessment

Form TRA

LIKELIHOOD/CONSEQUENCE DESCRIPTIONS:

Likelihood		Consequence	Personal Injury	Administrative
A - Almost certain	Action will probably occur numerous times or in many circumstances	4 – Major Consequence	Death, permanent or extensive injury requiring hospitalization to one or more people.	Significant hardship to Organization
B - Likely	Action may occur occasionally or in some circumstances	3 – Moderate Consequence	Serious injury requiring hospitalization; broken limbs or stand down for duration of event	Significant rejigging of organizational plans required
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere	2 – Minor Consequence	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
D - Unlikely	Whist theoretically possible is not known to have occurred	1 – Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention	Localized assessment of affected issue to be considered

POINTS TO REMEMBER:

What can cause injury or death?
<ul style="list-style-type: none"> slips/trips Collapse of structures Dangerous or flammable Materials Electrical cables Heavy equipment Public access / egress / behavior 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
<ul style="list-style-type: none"> Avoid ← Try to start here Substitute Isolate Reduce by physical controls Reduce by admin warning and rules Use Personal Protection Equipment ← Last resort

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

Date	Name	Position	Signature

Completed by: _____

Signed: _____

Date: _____

