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RISK ASSESSMENT V2.0 (2008) – AUSTRALASIAN LIVING HISTORY FEDERATION (ALHF)

Introduction:

This document has been designed by the ALHF Safety Sub-committee for the use of and assistance to member groups of the ALHF.

It is recommended to be employed at all ALHF member group public events and for ‘inter-group’ events.

It is designed to compass all forms and various historical periods of member groups activities, however the ALHF Safety Sub-committee understands that member groups may have particular activities they wish to include analysis for and that the relevance of various risks to different member groups will vary.

1. Likelihood

Risk assessment considers two (2) main factors as follows:

- The likelihood that the task may result in injury, illness, loss or damage.
- The potential severity of that injury, illness, loss or damage.

The criteria by which likelihood is measured can be stated in one of the following ways:

| Descriptor | Description | Descriptor | Description |
|-------------------|---|-------------------|---|
| Almost Certain | Is expected to occur in most circumstances | Almost Certain | Will occur once a year or more frequently |
| Likely | Will probably occur in most circumstances | Likely | Will occur once every three years |
| Possible | Might occur at some point | Possible | Will occur once every ten years |
| Unlikely | Could occur at some point | Unlikely | Will occur once every thirty years |
| Rare | May occur only in exceptional circumstances | Rare | Will occur once every 100 years |

2. Consequences

| Descriptor/ Level | Injury Description – Example | Proposed Action Description |
|--------------------------|---|---|
| Very Minor (Very Low) | Minor cuts, abrasions, bruising, no lost time, complete recovery. | Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements. |

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| Minor (Low) | Slight incapacity, minor strain or sprain, small burn, minimal absence from work | Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements. |
| Moderate (Medium) | Concussion, impact/ collision, major burn, major cut, major strain, sprain, break, hearing impairment, some absence from work | Significant review of procedures, training, safety regulations and requirements Internal investigation required by ALHF, including competency. Any recommended Changes need to be implemented or relayed to relevant member group. |
| Major (Very high) | Severe incapacity, loss of limb/ sight, quadriplegia, major absence from work | As above. Serious Review and investigation also required by ALHF of member group management or committee with findings reported back to Event Organisers and Management, as well as ALHF Committee. |
| Catastrophic (Extreme) | Death | As above. Police notified immediately. Any other necessary requirements. |

3.1 Risk Matrix The following table illustrates the descriptors that may be used to combine the likelihood and consequences as outlined in the above tables.

| Likelihood | Consequences | | | | |
|----------------|--------------|----------|----------|----------|--------------|
| | Very Minor | Minor | Moderate | Major | Catastrophic |
| Almost certain | M | M | E | E | E |
| Likely | L | M | H | E | E |
| Possible | L | L | M | E | E |
| Unlikely | L | L | L | H | E |
| Rare | L | L | L | H | H |

3.2 Risk Matrix Legend

| | | | |
|----------|--|----------|---|
| E | Extreme risk; immediate action required | M | Moderate risk; Ensure Control Measures are in place |
| H | High risk; Control Measures in place and Organiser action required | L | Low risk; manage by case |

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RISK ASSESSMENT RECORD

In accordance with the measurement framework above, member groups should record their Risk Assessments of each activity on the form below.

Date _____
Event Name _____
(If Event) _____
Event Location _____
(If Event) _____

| Assessment Team Names & Member Group | Position | Signatures |
|--------------------------------------|----------|------------|
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| A. PEOPLE | | | | | |
|--|---|--|-------------|--------|---|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Larger than anticipated crowds attend. | <ul style="list-style-type: none"> Over crowding of site Limited parking Lack of toilet facilities Event crowd impacting on display areas | Rare | Very Low | L | <ul style="list-style-type: none"> Liason with Event Organisers re: Control of numbers entering through gate. Some street parking controlled by additional marshals Control of numbers entering through gate on to site. Ensure crowd will not impinge on display arenas (see Arena and viewing below) |
| VIPS | <ul style="list-style-type: none"> Currently none attending | Possible | Low | L | <ul style="list-style-type: none"> Will revise if we have some attending. |

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| Cash Risks | <ul style="list-style-type: none"> • Snatch and Grab • Armed Robbery | Possible | Low | L | <ul style="list-style-type: none"> • Ensure any monies secure and away from public view. • Take note of person and give details to Police, Security or other person to do escorts. • Allow money to be taken with details noted for Police. |
| Main arena | <ul style="list-style-type: none"> • Public Access into Display Combat Area • Re-enactors in crowd. Arms and armour into the crowd, eg; <ul style="list-style-type: none"> - Broken shafts (axe heads flying off) - Broken shields (shields designed to break in display) • Loose grip on weapons | Unlikely | Medium | L | <ul style="list-style-type: none"> • Tournament area boundary defined. Double boundary ropes required. • Combat Marshals on and around field to keep public away and fighters notified of dangerous proximity. • All fighters adequately trained and approved by club administrations. • Where possible, wrist straps on hand weapons • All weapons checked prior, esp., polearm shafts in good repair • Combat rules used. • First Aiders onsite. |
| Archery Combat viewing | <ul style="list-style-type: none"> • Arrow Overshoots • Rebounds from Armour • Off target <ul style="list-style-type: none"> - Leaves site - Enters non-combat areas | Unlikely | Low | L | <ul style="list-style-type: none"> • Area boundary defined with large space for safety. Double boundary where possible. • 5-10m overshoot distance from fence line. • Warning signs around area advise of arrow hazard. • Public behind major fencing and boundaries. • Combat Marshals onsite. • Official Archery Combat Rules used • One way Projectile Combat (i.e. only one side have bows and arrows), or, secure and defined safe corridor • No public allowed behind target areas (i.e. no one behind the force being fired at) • All participants adequately trained and approved. • First Aiders onsite. |

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| Musket and Cannon Fire Viewing | <ul style="list-style-type: none"> • Hot wadding • Percussion effect • Loud noise | Possible | Low | L | <ul style="list-style-type: none"> • Area boundaries defined. • 5-10m distance from fence line. • Public behind major fencing and temporary fencing line. • Group Safety Officers onsite. • Weapons always fired at 30 degree angle up and away from people, with minimum Safety distances as per relevant State Government Firearms legislation and ALHF Safety guidelines. • Wadding of firearms restricted as per ALHF Safety guidelines. • Maximum levels of explosive material used by various weapons according to ALHF safety guidelines followed at all times. • ALHF guidelines for maximum ‘charges’ according to decibel measures to be followed. • Notification of potential ‘loud gun firing noises’ to public. • Request to event organisers for notification of cannon and musket fire to local residents. • All participants adequately trained and approved. • All participants with weapons hold all relevant licenses and any relevant Government permits for Historical reenactment. • First Aiders onsite. |
| Jousting (Horse Combat) Viewing | <ul style="list-style-type: none"> • Public Access • Lance Shards at public • Horses leaving jousting area • Jousters falling off into crowd • Sword fighting <ul style="list-style-type: none"> - broken sword - sword falling | Unlikely | Low | L | <ul style="list-style-type: none"> • All public to be kept from area using temporary fencing 5 – 10m from action. Double barrier where possible. • Lance shards are balsa wood and will be light if they reach the public. • First Aiders onsite. |

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| B. TEMPORARY STRUCTURES | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Living History Tents | <ul style="list-style-type: none"> Guy Rope and Peg Trip hazard. Tent Collapse in high wind. | Low Unlikely | Minor Minor | L L | <ul style="list-style-type: none"> Ropes kept off paths. Small pieces of cloth used to mark ropes near paths. Ropes kept tight to reduce risk of tent collapse. Pegs well driven in or made obvious. |
| Market Stalls tents | <ul style="list-style-type: none"> Guy Rope Trip hazard. Tent flip in high wind. Tables containing wares collapse. | Low Unlikely Unlikely | Minor Minor Very Minor | L L L | <ul style="list-style-type: none"> Ropes kept off paths. Small pieces of cloth used to mark ropes near paths. Extra weights added to keep tent down in high winds. Sturdy tables to be used by vendors to safeguard against collapse. |
| Shade Covers | <ul style="list-style-type: none"> Guy Rope Trip hazard. Tent flip in high wind. | Low Possible | Minor Moderate | L M | <ul style="list-style-type: none"> Ropes kept off paths. Small pieces of cloth used to mark ropes near paths. Cover dismantled if high winds occur. |
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| C. TEMPORARY AMENITIES | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Food Vendors | <ul style="list-style-type: none"> • Food poisoning. | Possible | Moderate | M | <ul style="list-style-type: none"> • Proper food preparation. • Proper food storage. • Proper serving implements. • Proper food handling requirements. • Local Council and all relevant Government Food handling permits. |
| Open Flames | <ul style="list-style-type: none"> • Fire Spreads. • Flying sparks. | Unlikely Unlikely | Low Low | L L | <ul style="list-style-type: none"> • Limited number of pits for cooking only. • Pits deep enough to limit wind access. • Container of water close at hand to douse fire in emergency. • Recommended Fire Extinguisher at each event. • Liaison with event organiser on event Fire plan • Knowledge of event Fire emergency plan and procedure • Fire to be extinguished completely in the event of high winds or any Fire Danger warnings |
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| D. ELECTRICAL POWER | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Power Leads | <ul style="list-style-type: none">• Trip hazard | Likely | Minor | M | <ul style="list-style-type: none">• Power leads on the ground to be taped or covered to prevent tripping.• Where possible leads crossing paths to be moved overhead. |
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| E. NOISE | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Musket and Cannon Fire | <ul style="list-style-type: none"> Higher noise levels than acceptable to nearby residents. | Possible | Minor | L | <ul style="list-style-type: none"> Leaflet drop done to all residents in the area notifying them of the event and the noise. Performances limited to between 9am and 5pm each day. Police notified of use of muskets and cannons during event according to relevant legislation requirements.. |
| Camping on site overnight | <ul style="list-style-type: none"> Noise by members staying on site overnight. | Possible | Minor | L | <ul style="list-style-type: none"> Groups notified that noise is to decrease dramatically after 10pm. 'Master-at-Arms' or similar designated 'Noise and behaviour' Officer from each group, (or an agreed overall person), onsite and responsible for the control of members noise levels after hours. |
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| F. DANGEROUS GOODS | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Black Powder Storage | <ul style="list-style-type: none"> • Fire in storage area • Powder explosion • Un-authorized access | Unlikely Rare | Very High Extreme | H H | <ul style="list-style-type: none"> • All relevant legislative requirements regarding the security and storage of prohibited weapons followed. • Area is isolated from any flames or heat. • Area is marked with red flags or other recognised markers indicating it as a storage area. • Where possible, 2 lockable and locked doors to gain entry into the area. • Any windows heavily barred. • Powder stored in a locked box. • Fire extinguishers accessible in vicinity. • Only designated Safety Officers have access to explosive material. • . • Where relevant, State or Territory OHS Authority notified but no permit required. • Local fire authorities notified and where possible check and clearance of area by them prior to the event. • All handlers of powder are qualified and licensed according to any relevant legislation. |
| Black Powder Usage | <ul style="list-style-type: none"> • Weapon explosion • Ammo Pouch Sparks | Unlikely Unlikely | Very High Very High | H H | <ul style="list-style-type: none"> • First Aiders onsite. • Weapons fired only in designated areas away from public for public safety. • Cartridges of low volume at 90grains max. • Water buckets accessible in close proximity to use. • State or Territory OHS Authority notified but no permit |

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| | | | | | required. <ul style="list-style-type: none">• All handlers of powder are qualified and licensed according to any relevant legislation. |
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| G. TRAFFIC | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Loading and unloading equipment. | Event organisers or other contractors on site. | Unlikely | High | L | Liaise with event organisers re safe driving routes Ensure all participants know relevant 'bump in' and 'bump out' procedures. |
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| H. LIVING HISTORY | | | | | |
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| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Musket Fire | <ul style="list-style-type: none"> Spot fires. Flash Burns. | Possible Unlikely | Medium Minor | M L | <ul style="list-style-type: none"> Water in location for dousing any that may occur. Water in location for serious conditions and First Aiders onsite. Protective equipment such as ear plugs and safety glasses recommended where necessary. <ul style="list-style-type: none"> ALHF Safety guidelines and recommended Combat rules followed. Close order firing limited. Flash guards recommended. |
| Cannon Fire | <ul style="list-style-type: none"> Spot fires from wadding. Flash Burns. | Possible Unlikely | Medium Minor | M L | <ul style="list-style-type: none"> Water in location for dousing any that may occur. Water in location for serious conditions and First Aiders onsite. Protective equipment such as ear plugs and safety glasses recommended where necessary. ALHF Safety Guidelines and recommended Combat rules followed. |
| Metal Weapons Re-enactment | <ul style="list-style-type: none"> Sword Snap Shield Splinter Missed place hit location Heavy shots Slip on wet grass Dehydration Trips | Unlikely Unlikely Likely Likely Unlikely Possible Possible | Very Minor Very Minor Very Minor Very Minor Moderate Moderate | L L L L L M M | <ul style="list-style-type: none"> First Aiders onsite. Reschedule of performance if grass is wet or weather conditions are bad. Water available for participants at all times. All participants trained and qualified to participate. Protective equipment including historical armour according to recommended ALHF Safety guidelines to be worn. Combat rules followed. |

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| | | | Moderate | | |
| Archery Combat | <ul style="list-style-type: none"> • Sword Snap • Shield Splinter • Missed place hit location • Heavy shots • Slip on wet grass • Dehydration • Trips • Arrow shatters / breaks • Blunt tip comes off | <ul style="list-style-type: none"> Unlikely Unlikely Likely Likely Unlikely Possible Possible Possible Rare | <ul style="list-style-type: none"> Very Minor Very Minor Very Minor Very Minor Moderate Moderate Moderate Very Minor Major | <ul style="list-style-type: none"> L L L L L M M L H | <ul style="list-style-type: none"> • First Aiders onsite. • Reschedule of performance if grass is wet or weather conditions are bad. • Water available for participants at all times. • All arrows covered with fibre glass tape to inhibit splitting • All arrows checked after firing for breaks. • All blunts checked after each firing for breaks and cracks. • All participants trained and qualified to participate • . Protective equipment including historical armour according to recommended ALHF Safety guidelines to be worn • Bow poundage and projectiles checked before each use • ALHF Safety Guidelines and recommended Combat rules followed. |
| Jousting | DETAILS TO BE PROVIDED | | | | |
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