

Risk Assessment Template

Process

Use the matrix provided below to judge the likely risk of activities and hazards at your event. Identify ways to minimise that risk through actions or control measures, and detail who will be responsible for these actions or controls.

Example

Hazard	Risk Ranking	Actions / Control	Responsibility
Power cords to catering are a trip hazard	2B – High	Cable covers to be used to prevent trip hazard	Catering Manager
Staff or volunteers practise improper manual handling	2C – Medium	All staff and volunteers to be provided with manual handling training	Event Coordinator

Risk Matrix

		Severity of the potential injury or damage (consequence)				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood of the hazard occurring	A Almost certain	Medium	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	Medium	High	Extreme
	D Unlikely	Low	Low	Medium	Medium	High
	E Rare	Low	Low	Low	Medium	High

Likelihood Criteria

Rating	Description
A – Almost Certain	Is expected to occur in most circumstances. Greater than 90% chance that the event will occur in situations that the risk is present.
B – Likely	Will probably occur in most circumstances. About 30 - 90% chance that the event will occur in situations that the risk is present.
C – Possible	Might occur at some time. About 10 - 30% chance that the event will occur in situations that the risk is present.
D – Unlikely	Could occur at some time. About 3 - 10% chance that the event will occur in situations that the risk is present.
E – Rare	May occur in exceptional circumstances. Less than 3% chance that the event will occur in situations where risk is present.

Consequence Criteria

Rating	Description
1 – Insignificant	No injury, insignificant damage to property, equipment, budget. No environmental damage.
2 – Minor	Minor injury (first aid treatment only), minor loss of process or slight damage to property or budget. Minor environmental damage.
3 – Moderate	Reportable injury (medical treatment required), moderate loss of process, damage to property or budget. Localised media attention. Moderate local impact on or off site requiring long term clean-up.
4 – Major	Major injury, major loss of process, damage to property and major financial loss. Significant adverse media event. Major but reversible environmental damage.
5 – Catastrophic	Fatality related to event incident. High financial exposure/impact, catastrophic loss of business. Significant sustained adverse media attention. Catastrophic environmental damage.

Event Risk Assessment

Event Details		
Event Name		
Event Date		
Event Location		
Organisation		
Event Coordinator	Name	
	Phone	
	Email	
Risk Manager	Name	
	Phone	
	Email	

Assessment Conducted By	
Assessment Date	

Hazard	Risk Ranking	Actions / Control	Responsibility

[illegible]