Risk Assessment Template

Event title: Date of event: XX/XX/XXXX

Assessment completed by: Date risk assessment completed: XX/XX/XXXX

Use the scoring table on the last page to help you grade the risks as either, low, medium or high.

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| --- | --- | --- | --- | --- | --- |
| **What are the hazards?**  | **Who might be harmed and how?**  | **Risk grading** | **What controls can be put in place to mitigate the risks?** | **Risk Grading after controls put in place** | **Who is responsible** |
| EXAMPLE – slip, trips and falls  | Attendees – possibility to trip on the stairs within the venue | Medium  | Use signage and marshals in areas with steps | low | Event organiser – ensure signage is on display and brief marshals  |
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Scoring table to assist with risk grading.

Risk grading: High=10-25, Medium = 6-9 and Low =1-5

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| --- | --- | --- | --- |
|  |  |  | **Severity**  |
|  |  |  | Very Severe (5) | Severe (4) | Serious (3) | Minor (2) | Negligible (1) |
|  |  |  | Death, multiple casualties, severe health impacts | Severe injury and health impacts  | Serious injury | First aid treatment, minimal impact on health  | No visible effect or very minor such as a bruise |
| **Likelihood** | Very likely (5) | 100% chance of occurrence | 25 | 20 | 15 | 10 | 5 |
| likely (4) | Is strongly possible given event | 20 | 16 | 12 | 8 | 4 |
| Possible (3) | Is foreseeable  | 15 | 12 | 9 | 6 | 3 |
| Unlikely (2) | Small chance but not impossible | 10 | 8 | 6 | 4 | 2 |
| Very Unlikely (1) | Freak conditions or circumstances required  | 5 | 4 | 3 | 2 | 1 |