**Risk Assessment Template**

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| **The Risk**What can happen and how it could happen | **The Chances of an Incident Happening** | Risk Level | How do we manage the risk Now? | Additional controls if required |
| **Likelihood** | **Consequence** |
| *Examples below* |  |  |  |  |  |
| *Public safety - Area adequately suitable, safe and clean for general public* | * *Slip, trip, fall, knock*
* *Structural collapses*
* *Severe wind*
* *Falling tree limbs*
 | * *Bodily injury to public or volunteers*
* *Emergency vehicles may need to access the site*
* *Delay event*
* *Insurance claims*
* *Bad press*
 | *2-Minor**D-Unlikely**Low* | * *Pre-event site inspection by event organiser*
* *First aid qualified personnel and first aid kits on site*
* *Serious trip and fall hazards identified and removed or treated to prevent injury*
* *Monitor weather forecast*
* *Mats or tape to be placed over on-ground cables*
* *Slippery surfaces isolated*
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| *Arrangements for portable electrical appliances* |  |  | *2-Minor**D-Unlikely**Low* | * *Appliances tested (Tag & tested) on a periodic basis or annually*
* *All leads, plugs, etc are protected from the weather and hazards such as water, etc*
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| *Waste Management* | * *Insufficient quantity of bins at event will leave site dirty and litter scattered*
 | * *Not enough waste bins staff will then be required to collect litter and cleaning site*
 | *2-Minor**D-Unlikely**Low* | * *Effectively estimate the number people with the ratio of bins required to accommodate any waste produced at the event.*
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| **Likelihood** | Consequences |
| Insignificant1 | Minor2 | Moderate3 | Major5 | Catastrophic5 |
| A (almost certain) | H | H | E | E | E |
| B (likely) | M | H | H | E | E |
| C (moderate) | L | M | H | E | E |
| D (unlikely) | L | L | M | H | E |
| E (rare) | L | L | M | H | H |

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| E: Extreme risk | Operation of time or activity should not be allowed to continue until the risk level has been reduced* Will commonly be an unacceptable level of risk
* May include both short term and long term control measures
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| H: High risk | Reduce the risk rating (if possible)* Should only ne an acceptable level of risk for "Major" or "Catastrophic" consequences
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| M: Moderate risk | Reduce the risk rating (if possible)* May be an acceptable level or risk
 |
| L: Low risk | Reduce the risk rating (if possible)* Commonly is an acceptable level of risk
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