**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* |  |
| *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* |  |
| *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 | | | | |
| Insignificant  1 | Minor  2 | Moderate  3 | Major  5 | Catastrophic  5 |
| 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 |
| H: High risk | Reduce the risk rating (if possible)   * Should only ne an acceptable level of risk for "Major" or "Catastrophic" consequences |
| 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 |