

Example Risk Assessment Template

Process:

Use the matrix provided below to judge the likely risk of activities and hazards at your event. Where possible, identify ways to minimise that risk through the addition of actions or control measures.

Examples:

Hazard	Risk Ranking	Actions / Control	Responsibility
Power cords to catering are a trip hazard	8 – Moderate risk	Power cords to be elevated above the walkway	Catering Manager
Staff or volunteers practise improper manual handling	4 – Low risk	All staff and volunteers to be provided with manual handling training	Event Coordinator

0-5 = Low risk 6-10 = Moderate risk 11-15 = High risk 16-25 = Extremely high, unacceptable risk		Severity of the potential injury or damage				
		1 Insignificant damage to property, equipment or minor injury	2 Non-reportable injury, minor loss of process or slight damage to property	3 Reportable injury, moderate loss of process or limited damage to property	4 Major injury, single fatality, critical loss of process/damage to property	5 Multiple fatalities, catastrophic loss of business
Likelihood of the hazard occurring	5 Almost certain	5	10	15	20	25
	4 Will probably occur	4	8	12	16	20
	3 Will possibly occur	3	6	7	12	15
	2 Remote possibility	2	4	6	8	10
	1 Extremely unlikely	1	2	3	4	5

Event Name:

Event Location:

Event Date: Expected attendance:

Start Date/Time: Finish Date/Time:

Event Coordinator:

Risk Manager:

Hazard	Risk Ranking	Actions / Control	Responsibility