**Risk Assessment Template**

**[Event Name]**

**[Remove all the purple text and add required information.]**

**DESCRIPTION OF EVENT**

[Brief description of event, including key details such as location, dates, times, key attractions and activities taking place. Include details during the event, set up and pack down stages.]

**RISK MATRIX AND CORRECTIVE ACTION TABLE**

**1. Risk Rating**

|  |  |
| --- | --- |
|  | **Consequence** |
| **Likelihood** | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | Medium | High | High | Extreme | Extreme |
| Likely | Medium | Medium | High | High | Extreme |
| Possible | Low | Medium | High | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Medium | Medium | Medium |

**2. Likelihood Descriptions**

|  |  |
| --- | --- |
| **Likelihood** | **Description** |
| Rare | Only ever occurs under exceptional circumstances. |
| Unlikely | Conceivable but not likely to occur under normal operations; no evidence of previous incidents. |
| Possible | Not generally expected to occur but may under specific circumstances. |
| Likely | Will probably occur at some stage based on evidence of previous incidents. |
| Almost Certain | Event expected to occur most times during normal operations. |

**3. Consequence Descriptions**

|  |  |
| --- | --- |
| **Consequence** | **Description** |
| Insignificant | No injuries / minimum financial loss. |
| Minor | First aid treatment / medium financial loss. |
| Moderate | Medical treatment / high financial loss. |
| Major | Hospitalisation / large financial loss. |
| Extreme | Fatality / massive financial loss. |

**4. Required Action According to Risk Rating**

|  |  |
| --- | --- |
| **Rating** | **Required Action** |
| **Extreme****(Unacceptable Risk)** | Investigate, determine, seek approval for, and implement actions that will **eliminate, isolate, control or reduce (in order) the risk, without unreasonable delay.**If appropriate controls cannot be implemented, the activity is not to proceed.  |
| **High****(Usually Unacceptable Risk)** | Investigate, determine, and implement an appropriate plan to either accept or **reduce the risk to an acceptable level.**Monitoring or effectiveness of controls required. |
| **Medium****(Tolerable Risk)** | Level of risk is tolerable as long as risks are managed as low as reasonably practicable. Periodically **monitor and review.**Monitor any change that may increase ranking to High or reduce effectiveness of any controls. |
| **Low****(Acceptable Risk)** | Level of risk is acceptable. Can be managed with existing procedures and controls. |

**RISK ASSESSMENT**

**[Some examples included below. Remove all the purple text and add required information specific to your event].**

| **Risk** | **When can it happen?****What can happen?****How can it happen?** | **2. Likelihood** | **3. Consequence** | **1. Risk Rating** | **What controls can be put in place to eliminate or minimise the risk?** | **4. Risk rating with controls in place** |
| --- | --- | --- | --- | --- | --- | --- |
| Electrical Leads/Tripping Hazards | When can it happen?* Anytime during the event, including set up and pack down.

What can happen?* Falls or abrasions to staff and attendees. Potential electrocution.

How can it happen?* Tripping on unsecured cables.
 | Possible | Minor | Medium | * Ensure all cabling is secured via appropriate cabling trays or taped to the ground to reduce tripping hazard.
* Eliminate the need for excessive cabling by utilising close by power points and/or generators placed in key locations.
* Run cables back of house as much as possible.
 | Low |
| Manual Handling | When can it happen?* During event, including pack down and set up.

What can happen?* Long term and short-term injuries.

How can it happen?* Inappropriate lifting techniques.
 | Almost Certain | Moderate | High | * Ensure team is adequately trained in appropriate lifting techniques, including weight restrictions, team lifts and available appropriate lifting equipment for large and heavy items.
 | Medium |
| Electrical Shock | When can it happen?* During event, including pack down and set up.

What can happen?* Electrocution

How can it happen?* Unsafe equipment not well maintained, exposed cables left out.
 | Possible | Minor | Medium | * Ensure all electrical equipment has up to date testing and tags before arriving onsite.
* Any exposed cables flagged before when completing initial venue work through ensuring these are coordinated off and fixed by qualified electrician.
 | Low |
| Staff Fatigue | When can it happen?* Anytime.

What can happen?* Tired, irritable staff, making the event experience not enjoyable for patrons, things missed or unnecessary confusion.

How can it happen?* Staff completing long hours, little to no breaks, not adequately supplied.
 | Possible | Insignificant | Low | * Ensure staff breaks are included in event run sheet and have someone check these are being completed.
* Ensure adequate food and drinks available for staff.
* Smart rostering ensuring staff are working reasonable hours or if not possible swap staff around to different areas throughout the event ensuring staff do not get repetitive strain.
 | Low |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |