**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**

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| --- | --- |
| **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**

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| --- | --- |
| **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 |
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