Suggested template for risk assessment for a small event

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| **Name of event:** |  | | | **Venue:** | | |  | |
|  |  | | |  | | | |  |
| **Name of organiser:** |  | | | | | **Date of event:** | |  |
|  | |  |  | |  | | | |
| **Date of risk assessment:** | |  | **Undertaken by:** | |  | | | |

**Evaluation of risk:**

When assessing the risks of our event, we have used the following scoring:

| Likelihood | Severity |
| --- | --- |
| Low | Low – slight harm |
| Medium | Medium – moderate harm |
| High | High – extreme harm |

| Likelihood | Severity  Low - slight harm | Severity  Medium - moderate harm | Severity  High - extreme harm |
| --- | --- | --- | --- |
| Likelihood of harm - Low | Tolerable risk | Tolerable risk | Moderate risk |
| Likelihood of harm - Medium | Tolerable risk | Moderate risk | Substantial risk |
| Likelihood of harm - High | Moderate risk | Substantial risk | Intolerable risk |

**Findings of the risk assessment**

| HAZARD  What could harm people?  Eg electrical equipment, fuel, vehicles, structures, crowds | WHO could be harmed by this and HOW could they be harmed?  Also consider any impact on members of the public/passers by | What CONTROL MEASURES will you put in place to prevent the harm?  What are you putting in place to reduce the likelihood of the harm, or make any harm less serious? | What is the LIKELIHOOD of them being harmed?  Eg low, medium or high | What is the SEVERITY of the harm?  Eg low, medium or high | What is the OVERALL RISK?  **Tolerable**  **Moderate**  **Substantial**  **Intolerable** |
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Suggested template for risk assessment for a large event

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| **Name of event:** |  | | | **Venue:** | | |  | |
|  |  | | |  | | | |  |
| **Name of organiser:** |  | | | | | **Date of event:** | |  |
|  | |  |  | |  | | | |
| **Date of risk assessment:** | |  | **Undertaken by:** | |  | | | |

**Evaluation of risk:**

When assessing the risks of our event, we have used the following scoring:

| Likelihood | Severity |
| --- | --- |
| 1 - Very low | 1 - Negligible/insignificant injuries |
| 2 - Low | 2 - Minor injuries |
| 3 - Medium | 3 - Moderate injuries |
| 4 - High | 4 - Major injuries |
| 5 - Very high | 5 - Multiple major injuries and/or fatality |

Risk Rating Numbers are calculated by multiplying the score for likelihood by the score for severity.

Likelihood x Severity = Risk Rating Number

Risk Rating Number will thus be between 1 ( i.e., likelihood of 1 and severity of 1 ) and 25 ( i.e., likelihood of 5 and severity of 5 ).

| Likelihood | Severity of harm  1 | Severity of harm  2 | Severity of harm  3 | Severity of harm  4 | Severity of harm  5 |
| --- | --- | --- | --- | --- | --- |
| Likelihood of harm - 1 | 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm - 2 | 2 | 4 | 6 | 8 | 10 |
| Likelihood of harm - 3 | 3 | 6 | 9 | 12 | 15 |
| Likelihood of harm - 4 | 5 | 8 | 12 | 16 | 20 |
| Likelihood of harm - 5 | 5 | 10 | 15 | 20 | 25 |

**Findings of the risk assessment**

| HAZARD  What could harm people?  Eg machinery, electrical equipment, fuel, vehicles, structures, crowds | WHO could be harmed by this and HOW could they be harmed?  Also consider any impact on members of the public/passers by | What CONTROL MEASURES will you put in place to prevent the harm?  What are you putting in place to reduce the likelihood of the harm, or make any harm less serious? | What is the LIKELIHOOD of them being harmed?  Eg 1 - 5 | What is the SEVERITY of the harm?  Eg 1 - 5 | What is the OVERALL risk rating number?  Eg 1 - 25 |
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