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 | SeverityLow - slight harm  | SeverityMedium - moderate harm | SeverityHigh - 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**

| HAZARDWhat 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 harm4 | 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**

| HAZARDWhat 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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