# Risk Assessment

### Activity/Event: Date of Event: Date of Assessment:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you doing already to control risks? | Do you need to do to anything else to manage this risk? | Grade of risk | Action by who? | Action by when? | Done |
| Example:  Trips and falls | Visitor may trip over audio visual cables | Use signage to warn visitors of hazards  Ensure audio visual team tape down all cables  All areas are well lit, including stairwells | Event manager to ensure signage in place on the day | Low | Event Manager / AV Manager | During event set-up |  |
| Example:  Slips | Visitors may slip on spillages from catering | Carry out general housekeeping and ensure spillages are reported and mopped up immediately | Better housekeeping is needed around the catering stalls | Low | Housekeeping | During event |  |
| Example:  Electricity | Visitors and staff risk electric shocks through faulty installation | Fixed installations must be completed by qualified electrician.  All repairs carried out by qualified electrician.  Portable equipment checked for signs of damage.  Audio visual staff know they are responsible for their own equipment | Make sure event manager / audio visual team know where the fuse box is and how to switch off mains. | Low | Event manager | Event set-up |  |

### Risk Assessor: Name: Signature Date :

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Grading Calculation | | | **Severity** | | | | |
| Very Severe (5) | Severe (4) | Serious (3) | Minor (2) | Negligible (1) |
| Multiple deaths, casualties, severe health effects | Death, severe injury/ health effects | Serious injury, Over 3 day injury | First aid treatment, minor health effects | No visible effects, minor injury e.g. bruise |
| **Likelihood** | Very Likely (5) | 100% Chance of occurrence | **Very High Risk (25)** | **Very High Risk (20)** | **High Risk (15)** | **High Risk (10)** | **Low Risk (5)** |
| Likely (4) | Sooner rather than later | **Very High Risk (20)** | **Very High Risk (16)** | **High Risk (12)** | **Medium (8)** | **Low Risk (4)** |
| Possible (3) | Foreseeable under normal circumstances | **High Risk (15)** | **High Risk (12)** | **Medium (9)** | **Medium (6)** | **Low Risk (3)** |
| Unlikely (2) | Unless other factors precipitate | **High Risk (10)** | **Medium (8)** | **Medium (6)** | **Low Risk (4)** | **Very Low Risk (2)** |
| Very Unlikely (1) | Freak conditions or circumstances required | **Low Risk (5)** | **Low Risk (4)** | **Low Risk (3)** | **Very Low Risk (2)** | **Very Low Risk (1)** |