# Risk Assessment

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 hazardsEnsure audio visual team tape down all cablesAll 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 :

|  |  |
| --- | --- |
| 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)**  |