

## 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
<b>Example: Trips and falls</b>	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	
<b>Example: Slips</b>	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	
<b>Example: Electricity</b>	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**

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	<b>Very High Risk (25)</b>	<b>Very High Risk (20)</b>	<b>High Risk (15)</b>	<b>High Risk (10)</b>	<b>Low Risk (5)</b>
	Likely (4)	Sooner rather than later	<b>Very High Risk (20)</b>	<b>Very High Risk (16)</b>	<b>High Risk (12)</b>	<b>Medium (8)</b>	<b>Low Risk (4)</b>
	Possible (3)	Foreseeable under normal circumstances	<b>High Risk (15)</b>	<b>High Risk (12)</b>	<b>Medium (9)</b>	<b>Medium (6)</b>	<b>Low Risk (3)</b>
	Unlikely (2)	Unless other factors precipitate	<b>High Risk (10)</b>	<b>Medium (8)</b>	<b>Medium (6)</b>	<b>Low Risk (4)</b>	<b>Very Low Risk (2)</b>
	Very Unlikely (1)	Freak conditions or circumstances required	<b>Low Risk (5)</b>	<b>Low Risk (4)</b>	<b>Low Risk (3)</b>	<b>Very Low Risk (2)</b>	<b>Very Low Risk (1)</b>