Event Risk Assessment

It is mandatory for all event organisers to complete and submit and risk assessment with event applications. If inspection reveals that use of the facility will not be safe, do not proceed until action is taken that assures the risk has been eliminated.

| Event Name |  | Event Location |  |
| --- | --- | --- | --- |
| Assessment completed by |  | Event Coordinator |  |
| Signature |  | Reviewed by |  |
| Review date |  |

*Please refer to the next page for details regarding Likelihood, Consequence and Rating.*

| **Event Activity**  *Activity or task involved in event* | **Hazards/Issues**  *What could go wrong* | **Controls to be implemented** | **Person allocated responsibility** | **Likelihood** | **Consequence** | **Rating** |
| --- | --- | --- | --- | --- | --- | --- |
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**Likelihood**

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| --- | --- | --- |
| **Likelihood** | **Category** | **Description** |
| **Almost Certain** | **A** | The hazard/issue is expected to occur in most circumstances |
| **Likely** | **B** | The hazard/issue will probably occur in most circumstances |
| **Possible** | **C** | The hazard/issue should occur at some time |
| **Unlikely** | **D** | The hazard/issue could occur at some time |
| **Rare** | **E** | The hazard/issue may occur only in exceptional circumstances |

**Consequence**

|  |  |  |
| --- | --- | --- |
| **Consequence** | **Category** | **Example detail Description** |
| **Catastrophic** | **5** | * Irreversible damage * Catastrophic financial loss * Single Death/ multiple long term or critical injuries * National and International Concern / exposure |
| **Major** | **4** | * Harm requiring restorative work * Major financial loss * Single minor disablement/ multiple temporary disablement * State wide Concern / exposure |
| **Moderate** | **3** | * Temporary, recoverable service failure * Residual pollution requiring cleanup work * High financial loss * Injury / medical treatment required * Local community concern |
| **Minor** | **2** | * Brief service interruption * Remote, temporary pollution * Medium financial loss * Minor First Aid * Customer complaint |
| **Insignificant** | **1** | * Low financial loss * Basic First Aid * Resolved in day-to-day management |

**Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood**  **Label** | **Consequence Label** | | | | |
| **1** | **2** | **3** | **4** | **5** |
|
| **A** | **Medium** | **Medium** | **High** | **Very High** | **Very High** |
| **B** | **Medium** | **Medium** | **High** | **High** | **Very High** |
| **C** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **D** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **E** | **Low** | **Low** | **Medium** | **Medium** | **Medium** |