

## Risk Assessment

A Risk Assessment is about identifying, eliminating, and minimising risk at your event.

A Risk Assessment can appear daunting, below we have created a step-by-step process of how to complete your assessment.

Before you tackle the Assessment, break your event down and think about all tasks associated with your event. These are classed as activities.

**Activity:** Identify the activities that are taking place at your event- An Example of this could be face painter attending your event.

**Hazard:** Identify the hazards that are associated with the above activity, such as allergic reactions, paint in the eye.

**Who is at Risk:** You, your team, contractors, workers, general public?

**Evaluate:** What control measures have you thought about and will be in place, this could be Personal Protective Equipment, cabling, matting, signage etc.

Use the table below to record your findings.

Initially score the activity and hazard, then think about any additional control measures you could put in place to reduce the risk further.

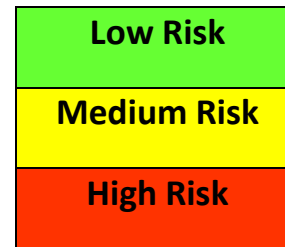
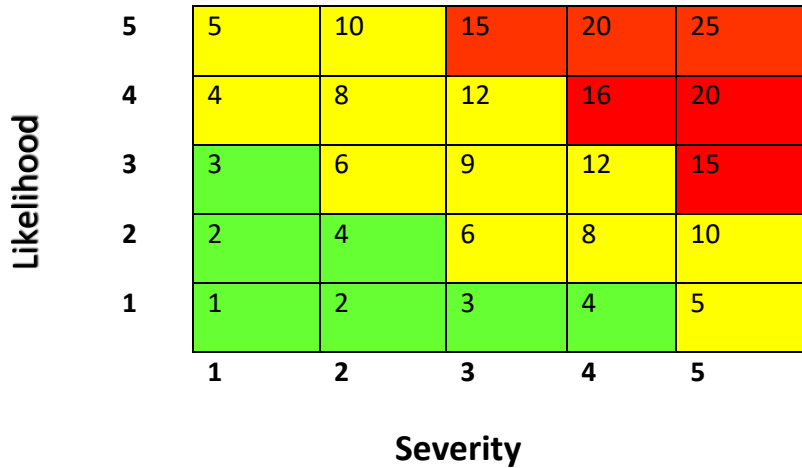
Reassess the Likelihood/Severity to give you your final overall risk score.

**Likelihood-** What are the chances of something happening

**Severity-** This will never change even when you review your first score.

**Risk=** Likelihood x Severity

**Key: L=Likelihood S=Severity R=Risk**



Likelihood		Severity		Risk
1.	Highly Unlikely	1.	Insignificant	<b>4 &amp; below.</b> Maintain Existing Measures
2.	Unlikely	2.	Minor-Some First Aid required	<b>5-12.</b> Review measures, can any improvement be implemented
3.	Possible	3.	Moderate-External First Aid required	<b>15-25.</b> Improve immediately and consider not undertaking the activity as a way to reduce risk
4.	Likely	4.	Significant-Extensive Injuries	
5	Highly Likely	5.	Severe-Death	

Activity	Hazards	Who is at Risk	Existing control measures	L	S	R	Additional control measures to reduce risk further	L	S	R
<i>Example</i>  <i>Use of Cables and leads</i>	<i>Slip or trip</i>	<i>Everyone</i>	<i>Nil</i>	<i>3</i>	<i>3</i>	<i>9</i>	<i>All cables will be placed in cable matting to reduce tripping. The area will not be accessible to the public and Stewards will be positioned here</i>	<i>1</i>	<i>2</i>	<i>2</i>

Please complete the below table, if you need to amend or add any additional hazards, please save as a separate version.

Name of Person completing the Risk Assessment		
Full Event title and location		
Version number of Risk Assessment and date	Version:	Date:
Signature of person completing Risk Assessment		