**event risk assessment**

**and management plan**

**For:**

|  |  |
| --- | --- |
| **Event name:** |  |
| **Event date and time:** |  |
| **Location:** |  |
| **Organiser/s:** |  |
| **Contact name:** |  |
| **Position:** |  |
| **Phone number:** |  |
| **Document prepared by:** |  |
| **Primary activities to be conducted at the event:** |  |
| **Food served?** | Yes No *Please circle* |
| **Alcohol served?** | Yes No *Please circle* |
| **Do the people serving alcohol have a Responsible Serving of Alcohol certificate?** | Yes No *Please circle* |
| **Temporary structures erected – marquees, stages, tents etc?**  **If yes, specify the structure and its size.** | Yes No *Please circle* |

**How to calculate the risk score for each identified risk**

Risk identification is the process of determining what can happen, why and how. It is important to identify your event’s risks so that you can put in place actions, or “strategies and controls”, to deal with them should they arise.

A risk is the chance of something happening that will impact negatively on your objectives and/or your event in general. It is measured in terms of consequence and/or likelihood. In conducting a risk assessment, identify all the elements that make up that risk including things like injury/loss of life, property damage, environmental impacts and financial loss.

Fill in the tables on the next few pages for each risk you identify. Add additional tables if you have extra identified risks. Please see Section 5 of the EVENTsense event organiser’s handbook for an example of how to complete this template.

**RISK SCORE = LIKELIHOOD x CONSEQUENCE**

**Likelihood**

In conducting a risk assessment it is important to identify the probability of a hazardous event occurring.

1. Rare – the incident is only likely to occur in exceptional circumstances.
2. Unlikely – the incident is not likely to occur but is possible.
3. Possible – the incident may occur.
4. Probably – the incident is likely to occur.
5. Almost certain – the incident is expected to occur.

**Consequence**

Identify the severity of the consequence if a person is injured as a result of that hazard.

1. Insignificant – no injuries or illness sustained.
2. Minor – superficial injury sustained, may require first aid.
3. Moderate – illness or injury sustained, medical treatment required.
4. Major – extensive injuries, medical treatment required.
5. Catastrophic – death or serious injury with permanent impairment.

|  |  |
| --- | --- |
| **Risk score** | **Risk level** |
| 1-5 | Low |
| 6-12 | Medium |
| 13-25 | High |

**Outline your event’s identified risks in the following tables. Add more tables if you have more identified risks.**

|  |  |  |
| --- | --- | --- |
| **Potential risk:** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
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|  |  |  |
| --- | --- | --- |
| **Potential risk** | |  |
| Likelihood | |  |
| Consequence | |  |
| Risk score | |  |
| Risk level | |  |
| Strategies and controls: | |  |
| Signature | |
| Completed |  |  |