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| **Risk Assessment Form** |
| **Task/ Activity:** |  | **Assessed by:** |  |
| **Event Date:** |  | **Assessment Date:** |  |

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| **Hazard/Risk** | **Persons at risk** | **Controls in place** | **Severity****(1-5)** | **Likelihood****(1-5)** | **Risk/****Priority** | **Additional controls required** |
| *Example: Trip hazards* | Volunteers/Attendees | *Example:** *Electrical cables routed around walls and furniture.*
* *Gangways and corridors kept clear of obstructions.*
* *Floor coverings maintained without defect.*
* *Housekeeping maintained.*
 | *4* | *1* | *4* | *Example:**Initial inspection of site by Event Host before start time.* |
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| **Risk/Priority Indicator Key** |

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| **Severity (Consequence)** |  | **RISK / PRIORITY INICATOR MATRIX** |
| 1. Negligible (delay only) |  | **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | **SEVERITY (CONSEQUENCE)** |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | **Suggested Timeframe** |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so |