## RISK ASSESSMENT TEMPLATE



This template gives you an example of how to complete a risk assessment. There is no defined length of this document - you may have three or four identified risks or it could be 50! Make sure your risk assessment accurately assesses your event.

NAME OF EVENT				LOCATION OF EVENT			
Date and time of event				Expected number of attendees			
Event organiser (name, address, telephone				Person completing risk assessment			
TASK/ISSUE/HAZARD	WHAT COULD GO WRONG	PERSON/S OR LOCATION AFFECTED	RISK RATING (LOW,MEDIUM,HIGH)	RISK CONTROL MEASURE	BY WHO AND WHEN	HOW WILL IT BE MONITORED	NOTES
Children at event	Parent loses child or child loses parent	• Family	• Medium	Ensure staff and volunteers are briefed on where to take lost child or parent Have an announcement system in place for advising patrons of lost or missing child	Event Organiser Staff and volunteers to be advised at event briefing		

## **RISK MATRIX**



It is common to use a risk matrix to assist with assessing the risk level of a hazard or activity. Each cell in the matrix gives you an indication of the risk when you decide the likelihood of the risk event occurring and the seriousness of the consequences to an individual or piece of equipment.

An insignificant impact would be something which may require assistance but does not affect the person's ability to continue to participate in the activity.

A minor impact is likely to require steward assistance or intervention but it would be unlikely to affect their ability to continue participating in the event.

A moderate impact would require a person to receive professional assistance such as first aid treatment and would impact on their ability to continue to participate in that activity and may impact negatively on other aspects of their daily life for a short period.

A major impact would be something which required immediate first aid attention and follow up treatment.

A severe impact would be an incident such as major trauma or death.

