Managing Events Safely

Risk Assessment

**EVENT PLAN**

|  |  |
| --- | --- |
| Event  |  |
| Description |  |
| Venue |  |
| Dates and timing |  |
| Co-ordinator |  |
| Safety officer |  |

|  |  |  |
| --- | --- | --- |
| Hazard | Risk | Control Actions |
| Likelihood | Severity |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

‘Hazard’ means any potential threat to health and safety.

‘Likelihood’ is an assessment of the probability of occurrence on a five point scale: 1: very unlikely to 5: almost inevitable.

‘Severity’ is an indication of the possible impact on person or people, on a five point scale: 1: minor, to 5: death or very serious injury to many people.

‘Controls’ are actions designed to reduce the risk (likelihood and/or severity).