**Risk Assessment**

Use the tables on page 3 & 4 to work out the likelihood, severity and risk priority for each risk.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Event: |  |
| Assessor: |  | Signature: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| POTENTIAL RISK | LIKELIHOOD | SEVERITY | RISK PRIORITY (Low, medium, high, or extreme – use table to determine level) | TREATMENT (How will you ensure this risk will not occur?) | RESPONSIBLE PERSON (Who will mitigate this risk?) | TIMEFRAME(When might this risk occur?) |
| **Planning (pre-event)** |
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| **Financial** |
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| **Operational (during event)** |
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| **Post Event** |
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LIKELIHOOD:

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| --- | --- | --- |
| **Level** | **Descriptor** | **Example detail description** |
| 1 | Rare | May occur only in exceptional circumstances |
| 2 | Unlikely | Could occur at some time |
| 3 | Possible | Might occur at some time |
| 4 | Likely | Will probably occur in most circumstances |
| 5 | Almost certain | Is expected to occur in most circumstances |

SEVERITY:

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example detail description** |
| 1 | Insignificant | No injuries; low financial loss |
| 2 | Minor | First aid treatment; on-site release immediately contained; medium financial loss |
| 3 | Moderate | Medical treatment required; on-site release contained with outside assistance; high financial loss |
| 4 | Major | Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss |
| 5 | Catastrophic | Death; toxic release off-site with detrimental effect; huge financial loss |

RISK PRIORITY:

|  |  |
| --- | --- |
| ***Likelihood*** | ***Consequences*** |
| **1 Insignificant** | **2 Minor** | **3 Moderate** | **4 Major** | **5 Catastrophic** |
| **1 (Rare)** | Minimum | Minimum | Low | Low | Medium |
| **2 (Unlikely)** | Minimum | Low | Low | Medium | High |
| **3 (Moderate)** | Low | Low | Medium | High | High |
| **4 (Likely)** | Medium | Medium | Medium | High | Extreme |
| **5 (Almost certain)** | Medium | Medium | High | Extreme | Extreme |

|  |
| --- |
| **Examples of Potential Risks** |
| * Accommodation issues
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| * Alcohol - intoxication
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| * Equipment failure
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| * Family Emergency
 |
| * Finance issues
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| * Food = poisoning, allergies, excess food, not enough food
 |
| * Harassment = physical, verbal, sexual
 |
| * Miscommunication with suppliers
 |
| * Miscommunication with team members
 |
| * Miscommunication with venue
 |
| * Natural disasters = fire, lightning & storm
 |
| * Out of pocket expenses
 |
| * Patron behaviour (inappropriate, violent, illness)
 |
| * Personal Injury = Trip, fall, slip, heavy lifting, burns etc
 |
| * Security issues
 |
| * Sunburn
 |
| * Transportation = Getting to and from the venue issues
 |
| * Venue meets capacity
 |