**Risk Assessment**

Use the tables on page 4 & 5 to work out the likelihood, severity and risk priority for each risk. **Please note examples are in red, be sure to delete these and add in your own prior to submitting this file.**

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| **Date:** |  | **Event:** |  |
| **Assessor:** |  | **Signature:** |  |

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| **POTENTIAL RISK** | **LIKELIHOOD** | **SEVERITY** | **RISK PRIORITY** | **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)** | | | | | | |
| E.g. Unable to find enough Sober Agents | Likely | Moderate | Medium | Provide discounted tickets for sober agents as an incentive. Ask all executive members before offering to students and/or the general public | [name of executive] | Prior to event – at least 1 month |
| E.g. Insufficient tickets sold to cover costs | Possible | Moderate – Major | High | This will be included as part of marketing plan to avoid this risk, calculation of bare minimum tickets required, sell tickets as 1st /2nd / 3rd release etc. with tiered prices, find new promotional avenues. | [name of executive] | Prior to event – 4 weeks |
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| **Financial** | | | | | | |
| E.g. Funding not approved | Possible | Major | High – Extreme | Higher ticket prices, fundraising | [name of executive] | Prior to event – 1 month |
| E.g. Requests for Ticket Refunds | Possible | Minor | Low - Medium | Contact UniClubs to process refund, try and re-sell ticket to recover costs if time allows. | [name of executive] | Up to 2 days prior |
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| **Operational (during event)** | | | | | | |
| E.g. Club Banner falls onto someone | Possible | Minor | Low | Use weighted bags if event is outdoors and wind is present, set up banner away from people if layout allows | [name of executive] | Throughout the event. |
| E.g. Food poisoning | Unlikely | Moderate | Moderate | Speak with venue staff, call emergency services if required | [name of executive] | Throughout the event. |
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| **Post Event** | | | | | | |
| E.g. Attendee has no way home | Possible | Insignificant – Minor | Minimum | Ensure Sober Agents/executive team are last to leave and can call a taxi/Uber etc. for attendee. | [name of executive]  \*\*if event includes alcohol this should be a sober agent\*\* | Conclusion of event |
| E.g. Paying for damages | Unlikely | Moderate | Low | Use club account, use fundraiser | [name of executive] | Within 1 week |
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| **COVID-19** | | | | | | |
| E.g. COVID-19 from infected staff or attendees | Unlikely (this would depend on current cases locally) | Moderate | Low | All COVID-19 safety protocols followed, use sign in QR code… [include measures here] | [name of executive] | During or post-event |
| E.g. Incorrect use of PPE | Possible | Minor (this would depend on current cases locally) | Low | Provide resources for correct use, send reminders prior to event | [name of executive] | Pre & during 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:**

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| **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:**

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| ***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 |

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| **Examples of Potential Risks** |
| * Accommodation issues |
| * Alcohol - intoxication |
| * Equipment failure |
| * Family Emergency |
| * Finance issues |
| * 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 |