**RISK ASSESSMENT**

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| **Company Name:** |  | **Document owner:** |  | **First Drafted:** |  | **Status:** |  |
| **Event Name and Date:** |  | **Job Title:** |  | **Version No:** | 1 | **Last Amended:** |  |

**Assessment Guidance**

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| --- | --- | --- | --- | --- | --- |
| **TOP ROW:**  **Severity** of hazard  **SIDE COLUMN:**  **Likelihood** of hazard occurring | **1** (Negligible)  Very minor injury requiring local First Aid on-site with individual able to return to work/activity immediately (e.g. small cut/abrasion). Incident requires minimal interruption to event and no financial loss/damage. | **2** (Minor)  Injury sustained which requires treatment by first aider and causes inability to continue with work/activity for less than 3 days. Some disruption to the event experienced with minor financial loss/damage. | **3** (Serious)  Injury sustained which requires medical treatment and inability to continue with work/activity for more than 7 days (RIDDOR). Event severely disrupted with moderate financial loss and some reputational damage. | **4** (Major)  Permanent or life changing injuries sustained. Damage to property or equipment requires cancellation of event with severe financial loss and major reputational damage. | **5** (Extremely Serious)  Single or multiple fatalities. Closure of business required to facilitate recovery with associated financial loss and potentially irrecoverable damage to reputation of institution. |
| **5** (Very Likely) | **5** | **10** | **15** | **20** | **25** |
| **4** (Fairly Likely) | **4** | **8** | **12** | **16** | **20** |
| **3** (Likely) | **3** | **6** | **9** | **12** | **15** |
| **2** (Unlikely) | **2** | **4** | **6** | **8** | **10** |
| **1** (Very Unlikely) | **1** | **2** | **3** | **4** | **5** |

**RISK = LIKELIHOOD x SEVERITY**

**The following criteria have been used to rate risk and plan corrective action:**

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| --- | --- | --- | --- |
| **Risk Level** | **Risk Category** | **Tolerability** | **Comments** |
| 1-4 | Very Low | Acceptable – Monitor | No further action necessary – ensure any existing controls are maintained. |
| 5-9 | Low | Acceptable – Some Controls Required | Control measures which can be implemented at a low cost (in terms of time, money and effort) should be implemented in order to reduce risk to ‘very low’. Consultation only required with those immediately affected by any control measures. |
| 10-14 | Moderate | Tolerable – Substantial Controls Required | Substantial efforts should be made to reduce the risk urgently and within a defined time period. Consideration should be made to suspend or restrict the activity, or to apply interim control measures until a permanent solution is found. Resources will need to be allocated to facilitate any additional control measures and all stakeholders consulted before action is taken. |
| 15 and above | High | Not acceptable – Do not proceed | Fundamental changes or improvements to infrastructure or processes are necessary and the activity cannot be allowed unless these take place and risk category is lowered. |

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| **AREA OR ACTIVITY:** | | <Workshop entitled: presented by > | | | | | |
| **No.** | **Description of hazard** | | **Who is affected?** | **Uncontrolled Risk Rating** | **Control Measures** | **Residual Risk Rating** | **Further Actions Required** |
|  | <INSERT HAZARD> | | e.g. Artist/ General Public / Specific Contractors, etc. | Calculate risk – Severity x Liklihood | <INSERT THE CONROL MEASURES WHICH WILL REDUCE THE RISK TO AN ACCEPTABLE LEVEL>  e.g.:  Risk would be reduced if only the workshop presenter and not the participants handled the equipment. | Calculate risk – Severity x Liklihood | <INSERT ANY ACTIONS TOGETHER WITH NAME OF PERSON RESPONSIBLE FOR IMPLEMENTING AND DEADLINE (where applicable)>  e.g. Workshop Presenter, |

Repeat pages as necessary