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| **<INSERT EVENT NAME> - Risk Register** | |
| **Last updated:** |  |
| **Review due:** |  |
| **Review lead:** |  |

| **RISK ID** | **HAZARD** | **RISK DESCRIPTION**  **(What could go wrong?)** | **PROBABIILITY**  **RATING** | **IMPACT**  **RATING** | **GROSS RISK LEVEL** | **CONTROLS** | **NET RISK LEVEL** | **ADDITIONAL RECOMMENDED CONTROL ACTIONS** | **RISK OWNER** | **REVIEW TERM** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *Power cables around desks in event admin area* | *Admin volunteer could trip on power cable and hit desk/floor causing head injury.* | *Possible* | *Medium* | *H9* | *Daily admin area checks to ensure cables are not in walkway areas. Cable covers put over any cables that cross walkways.* | *M6* | *N/A* | *Event Manager* | *Daily during event* |
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**Quick Reference Guide for completing the Event Risk Assessment**

1. Brainstorm all hazards by doing a site walk, during the planning phase (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Note, which controls are already in place, or should be in place to manage this risk, and include this under ‘controls’ (i.e. the things you do to reduce the risk). Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
5. Have you identified anything else you could do to further manage the risk? Note these in the table.
6. Allocate the person responsible for ensuring the controls are managed, as per your plan, and that the risk is reviewed as per the timeline you select.
7. Indicate how often you will review the risk (hourly, daily, and/or monthly etc.).

**Risk Matrix example**

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| **Descriptor / Rating** | **Criteria** | **Descriptor / Rating** | **Criteria** |
| Rare – 1 | 0-5% chance of occurrence | Insignificant – 1 | Insignificant injury/illness of participant(s) and/or public (no medical treatment required). |
| Unlikely – 2 | 6-29% chance of occurrence | Minor – 2 | Minor injury/illness of participant(s) and/or public (basic first aid required). |
| Moderate – 3 | 30-49% chance of occurrence | Moderate – 3 | Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely). |
| Likely – 4 | 50-79% chance of occurrence | Major – 4 | Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required). |
| Almost certain - 5 | 80-100% chance of occurrence | Extreme - 5 | Death or total permanent disability of participant(s) and/or public. |

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|  | | | | **IMPACT** | | | | | | | | |
| **Risk Matrix** | | | | **Insignificant** | | **Minor** | | **Medium** | | **High** | | **Extreme** |
| 1 | | 2 | | 3 | | 4 | | 5 |
| **PROBABILITY** | **Rare** | 1 | Low | | Low | | Low | | Moderate | | Moderate | |
| **Unlikely** | 2 | Low | | Low | | Moderate | | High | | High | |
| **Possible** | 3 | Low | | Moderate | | High | | High | | Extreme | |
| **Likely** | 4 | Low | | Moderate | | High | | Extreme | | Extreme | |
| **Almost certain** | 5 | Moderate | | High | | High | | Extreme | | Extreme | |

| **RISK LEVEL** | **RISK MANAGEMENT ACTIONS** |
| --- | --- |
| **EXTREME** | **Intolerable.**   * Activity should not be commenced or be discontinued if started, until level of risk is able to be reduced. * Highest event decision making authority to be informed (i.e. Event Management Committee). * Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate. |
| **HIGH** | **Tolerable level of risk if all practicable measures in place.**   * Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP). * Is there anything else than can be reasonably done to reduce the probability, and/or impact of the risk? * Ensure verification is undertaken that all prescribed control measures are in place in practice. * Ensure all person(s) exposed to the risk are aware of the risk level. * If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further. |
| **MODERATE** | **Tolerable level of risk.**   * Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP). * If level of risk is ALARP - continue with the event or activity using standard operating procedures, Work, Health and Safety codes of practice, ongoing monitoring and review of risks. |
| **LOW** | **Tolerable level of risk.**   * No change required. Ensure existing control measures remain in place and effective. |