

Risk assessment template

Event name..... Event date..... Date of assessment.....

What are the potential risks or hazards?	Who is at risk of being harmed and how?	What grade is the risk before your controls are in place (see table below)	What are you doing already to control these risks	What grade is the risk after your controls are in place? (see table below)	Is any further action required? If so, who will be responsible?
Uneven ground on 5k run route	All participants	Medium	Remind runners to wear appropriate footwear. Signage to warn runners of uneven ground.	Low	Event organiser to ensure all signage is in place on the day

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What are the potential risks or hazards?	Who is at risk of being harmed and how?	What grade is the risk before your controls are in place (see table below)	What are you doing already to control these risks	What grade is the risk after your controls are in place? (see table below)	Is any further action required? If so, who will be responsible?

Risk Assessor's signature..... **Name**..... **Date**.....

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How to grade a risk

			Severity				
			Very Severe (5)	Severe (4)	Serious (3)	Minor (2)	Negligible (1)
			Multiple deaths, casualties, severe health effects	Death, severe injury/ health effects	Serious injury, over 3 day injury	First aid treatment, minor health effects	No visible effects, minor injury e.g. bruise
Likelihood	Very likely (5)	100% chance of occurring	Very high risk (25)	Very high risk (20)	High risk (15)	High risk (10)	Low risk (5)
	Likely (4)	Sooner rather than later	Very high risk (20)	Very high risk (16)	High risk (12)	Medium (8)	Low risk (4)
	Possible (3)	Foreseeable under normal circumstances	High risk (15)	High risk (12)	Medium (9)	Medium (6)	Low (3)
	Unlikely (2)	Unless other factors precipitate	High risk (10)	Medium (8)	Medium (6)	Low risk (4)	Very low risk (2)
	Very Unlikely (1)	Freak conditions or circumstances required	Low risk (5)	Low risk (4)	Low risk (3)	Very low risk (2)	Very low risk (1)

Safe & compassionate care,

every time