

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

Risk assessment template

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