

Basic Risk Assessment Template (please note: risk assessments should be revised annually as a minimum)

Event:..... Date of event:..... Assessor:.....

List of Significant Hazards Identified	Persons At Risk	Risk Rating (A)			Control Measures	Action to be taken by (name)	Action by When?	Revised Risk Rating (B)
		Likelihood	Severity	= Risk Rating				
	<i>Who is at risk, public, volunteers, motorists, participants</i>				<i>The measures that will be in place to control the risk including those you were already doing and those you are planning</i>	<i>Who is responsible for implementing the control measures</i>	<i>When the control measures will be put in place. This could be a specified 'time' on the 'date' of the event</i>	<i>Have the control measures reduced the risk rating in column A</i>
Dynamic Assessment	<i>To be completed on the day of the event should the original assessment be found to require additional controls during the event</i>							

Risk = Likelihood x Severity

Likelihood	Severity
1 = highly unlikely to ever occur	1 = slight inconvenience
2 = may occur but rarely	2 = minor injury requiring first aid
3 = may occur	3 = medical attention required
4 = may occur from time to time	4 = major injury leading to hospitalisation
5 = likely to occur often	5 = fatality or serious injury leading to disability

1 – 5 = low risk

risks controlled

6 – 12 = medium risk

further precautions required

15 – 25 = high risk

stop activities, immediate action required