|  |  |
| --- | --- |
| **Event name** |  |
| **Event location**  |  |
| **Description of event** |  |
| **Crowd numbers expected** | ***Spectator numbers*** |  | ***Participant numbers*** |       |
| **Event date** |  |
| **Pack-in date** |  | **Time in** |       |
| **Pack-out date** |  | **Time out** |       |
| **Event organiser** |  | **Contact number** |  |
| **Alternative event contact person** |  | **Contact number** |  |
| **Event safety coordinator** |  | **Contact number** |  |
| **Event first aider** |  | **Contact number** |  |

# **Defining Hazard and Risk**

**“Hazard”**is the potential to cause harm, whilst **“Risk”**is the likelihood of harm occurring in defined circumstances (usually when interacting with the hazard).

# Identifying Hazards

Anything that may have the potential to cause harm to people, place, or the environment.

# Assessing the Risk

When assessing the risk of harm occurring, consider what is the potential harm, who could be harmed, where and when the harm could occur, is the potential harm extreme?

| **Potential hazard and /or risk**Hazard – what could cause it to go wrong? Risk – what could go wrong? | **Initial risk****Evaluate** the risk level without controls using the Risk Matrix | **Controls****Identify** your control methods (what will you do to prevent it going wrong?) | **Residual risk****Re-evaluate** the risk level with controls using the Risk Matrix |
| --- | --- | --- | --- |
| 1 |       |       |  |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |
| 6 |       |       |       |       |
| 7 |       |       |       |       |
| 8 |       |       |       |       |
| 9 |       |       |       |       |
| 10 |       |       |       |       |

# Risk Assessment Matrix

|  |  |
| --- | --- |
|  | **Consequences - consider the severity of injury/illness** |
| Negligible | Minor | Moderate | Major | Extreme |
| **Likelihood** – consider the likelihood of a hazardous event occurring | Almost certain | M5 | H10 | H15 | E20 | E25 |
| Likely | L4 | M9 | H12 | E16 | E20 |
| Possible | L3 | M6 | M9 | H12 | H15 |
| Unlikely | L2 | L4 | M6 | M8 | H10 |
| Rare | L1 | L2 | L3 | L4 | M5 |