

## Risk Assessment Template User Guide

HAZARDS	CONSEQUENCES	WHO IS AT RISK	RISK LEVEL	CONTROLS	ACTION LEVEL
<p><b>Identify the hazards.</b></p> <p>List the hazards:</p> <p>NB - Below is a list of potential areas that hazards may arise from:</p> <ul style="list-style-type: none"> <li>• Adverse weather</li> <li>• Complex structure</li> <li>• Compressed air</li> <li>• Dust/fumes</li> <li>• Electricity</li> <li>• Falling objects</li> <li>• Fall from height</li> <li>• Fire</li> <li>• Gas/LPG Hazardous substance</li> <li>• Special effect</li> <li>• Stored energy</li> <li>• Use of lifting equipment</li> <li>• Use of vehicles</li> <li>• Use of work equipment</li> <li>• Equipment/Machinery</li> <li>• Explosion</li> <li>• Extreme temperature</li> <li>• Noise</li> <li>• Radiation</li> <li>• Slip/fall</li> <li>• Water features</li> </ul>	<p><b>What could result from the hazards?</b></p> <p>List the results:</p> <p>NB - Consider the likely effects which could lead to any of the following:</p> <p>First aid injury</p> <p>RIDDOR 3-day injury Serious injury – Usually an injury from which full recovery is likely.</p> <p>Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person.</p>	<p><b>Who might be harmed?</b></p> <p>List everyone who might be harmed by each hazard:</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Organiser's staff</li> <li>• Venue staff</li> <li>• Exhibitors</li> <li>• Contractors</li> <li>• Young/new inexperienced staff</li> <li>• Disabled</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Trespassers</li> <li>• Pedestrians and drivers around the venue</li> <li>• Local inhabitants</li> </ul>	<p><b>Calculate the level of Risk:</b></p> <p>To calculate the risk level, use the formula below, where:</p> <p>Probability (1-5) X Severity (1-5) = Risk (between 1-25)</p> <p><math>P \times S = R</math></p>	<p><b>What controls can be implemented to reduce either the probability or severity of the risk?</b></p> <p>NB - Consider the risk control hierarchy:</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul>	<p><b>Once the controls have been considered and recorded, re-calculate the Risk Level (<math>P \times S = R</math>) and determine the Action Level, where:</b></p> <p><b>High 8+ =</b> Immediate action required</p> <p><b>Medium 5-7 =</b> Justify and review each event day</p> <p><b>Low 1-4 =</b> No further action required</p>