

Risk Assessment Template User Guide

HAZARDS	CONSEQUENCES	WHO IS AT RISK	RISK LEVEL	CONTROLS	ACTION LEVEL
Identify the hazards. List the hazards: NB - Below is a list of potential areas that hazards may arise from: • Adverse weather • Complex structure • Compressed air • Dust/fumes • Electricity Falling objects • Fall from height • Fire • Gas/LPG Hazardous substance • Special effect • Stored energy • Use of lifting equipment • Use of vehicles • Use of work equipment • Equipment/ machinery • Explosion • Extreme temperature • Noise • Radiation • Slip/fall • Water features	What could result from the hazards? List the results: NB - Consider the likely effects which could lead to any of the following: First aid injury RIDDOR 3 day injury Serious injury – Usually an injury from which full recovery is likely. Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person.	Who might be harmed? List everyone who might be harmed by each hazard: Example: • Organiser's staff • Venue staff • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Trespassers • Pedestrians and drivers around the venue • Local inhabitants	Calculate the level of Risk: To calculate the risk level, use the formula below, where: Probability (1-5) X Severity (1-5) = Risk (between 1-25) $P \times S = R$	What controls can be implemented to reduce either the probability or severity of the risk? NB - Consider the risk control hierarchy: • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline	Once the controls have been considered and recorded, re-calculate the Risk Level ($P \times S = R$) and determine the Action Level, where: High 8+ = Immediate action required Medium 5-7 = Justify and review each event day Low 1-4 = No further action required