



1. Complete the EVENT DETAILS section
2. Complete the RISK ASSESSMENT section
 - a. Describe the activities / tasks involved with your event
 - b. For each activity / task list the possible hazards that could be present
 - c. For each hazard identified nominate controls to reduce the risk level
 - d. Using the RISK MATRIX nominate the Likelihood for each activity / task
 - e. Using the RISK MATRIX nominate the Consequence for each activity / task
 - f. Using the RISK MATRIX determine the Risk Rating for each activity / task
 - g. Nominate the person/s responsible for nominating the identified controls

RISK FORM		RISK MATRIX			
		CONSEQUENCE TABLE			
		MAJOR / SERIOUS	SIGNIFICANT	MODERATE	MINOR
		• Death • Loss of property • Major environmental contamination • Event Cancelled	• Serious injury • Significant property or environmental damage • Significant complaints or major disruptions	• Medical attention • Some property or environmental damage • Minimal complaints or disruption	• First aid treatment • Very low environmental impact • No adverse community impact
LIKELIHOOD TABLE		1	2	3	4
VERY LIKELY (In most instances)	A	HIGH	HIGH	MEDIUM	MEDIUM
LIKELY (May happen sometime)	B		MEDIUM	MEDIUM	LOW
UNLIKELY (Could happen)	C	MEDIUM	MEDIUM	LOW	LOW
VERY UNLIKELY (Probably won't happen)	D	MEDIUM	LOW	LOW	INSIGNIFICANT

[illegible]