



FACILITY HIRERS RISK ASSESSMENT (EXAMPLE)

RISK MATRIX					
CONSEQUENCE TABLE					
MAJOR / SERIOUS	SIGNIFICANT	MODERATE	MINOR		
<ul style="list-style-type: none"> Death Loss of property Major environmental contamination Event Cancelled 	<ul style="list-style-type: none"> Serious injury Significant property or environmental damage Significant complaints or major disruptions 	<ul style="list-style-type: none"> Medical attention Some property or environmental damage Minimal complaints or disruption 	<ul style="list-style-type: none"> First aid treatment Very low environmental impact No adverse community impact 		
	1	2	3	4	
LIKELIHOOD TABLE					
VERY LIKELY (In most instances)	A	HIGH	HIGH	MEDIUM	MEDIUM
LIKELY (May happen sometime)	B	HIGH	MEDIUM	MEDIUM	LOW
UNLIKELY (Could happen)	C	MEDIUM	MEDIUM	LOW	LOW
VERY UNLIKELY (Probably won't happen)	D	MEDIUM	LOW	LOW	LOW

How to complete this form:

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

NAME OF ORGANISATION/INDIVIDUAL HIRER:				
Purpose / Description of Event:	355 Committee Annual General Meeting 1			
Facility Hired:	Community Hall	Date of Event:	16 April 2012	Event Organiser: John Citizen
Date of Risk Assessment:	2 April 2012	Person/s completing Risk Assessment:	John Citizen & Jane Smith	

RISK ASSESSMENT: 2						
Describe each activity / task that will be undertaking during your event (Consider each activity / task from set up to clean up)	Possible hazards identified for each activity / task	Nominated control for each hazard identified	Risk after nominated controls have been implemented			Who is responsible for implementing this control
			Likelihood	Consequence	Risk Rating	
a	b	c	d	e	f	g
<i>Example only: Setting up tables and chairs</i>	<i>Slip, trip and fall while carrying table or chair</i>	<i>Ensure potential trip hazards are removed from path.</i>	C	3	Low	Hirer
		<i>Wear appropriate footwear.</i>	C	4	Low	Hirer

ADDITIONAL RISK ASSESSMENT INFORMATION

What is a risk Assessment?

A risk assessment is the overall process of identifying all 'foreseeable' risks involved with your event and assessing the potential impact of each risk.

Why you need to complete the Facility Hirers Risk Assessment?

- To demonstrate that your event is being conducted safely
- To ensure compliance with current legislation
- To comply with the requirements of Council's insurer

IF YOU REQUIRE ADDITIONAL INFORMATION OR ASSISTANCE COMPLETING THIS FORM PLEASE CONTACT YOUR COUNCIL BOOKING OFFICER