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| --- | --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | | |
| Campaign Name: |  | Completed by:  (Name/Position) |  | Date of Risk Assessment: |  |
| Event/Activity: |  | Location: |  | Date of Event/Activity: |  |
| Who is responsible for this event and adherence of the risk assessment? |  | Email Address: |  | Telephone Number: |  |
| **Please provide a brief description of your event:** | | | | | |

Are you confused on how to fill in the risk assessment? Please read our RA guidance on the attachment in this [Freshdesk article.](https://rhsu.freshdesk.com/a/solutions/articles/75000034783)

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| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY SPECIFIC** | Things to think about in this section:   * Slips, trips and falls * Fire safety * First aid incidents * Allergens * Intoxication * Sensitive topics * Card machine handling * As well as anything else relevant to your event | | | If your event is online, consider the following risks:   * Cyber bullying * Disruptive behaviour * Managing attendance * Sensitive topics * GDPR & handling personal information * As well as anything else relevant to your event | | |
| ***Name of Hazard*** | ***Who’s at risk?*** | ***Current Risk on Matrix Level*** | ***Control Measures*** | ***New risk on Matrix Level*** | ***Who’s responsible?*** | ***When does it need to be done by?*** |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **The Risk Matrix** | | | | | |
| **Likelihood** | **Severity** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | **Moderate** | **High** | **High** | **EXTREME** | **EXTREME** |
| **Likely** | **Moderate** | **Moderate** | **High** | **High** | **EXTREME** |
| **Possible** | **Low** | **Moderate** | **Moderate** | **High** | **EXTREME** |
| **Unlikely** | **Low** | **Moderate** | **Moderate** | **Moderate** | **High** |
| **Rare** | **Low** | **Low** | **Moderate** | **Moderate** | **High** |