Appendix B
Risk Assessment Form

This form is to be submitted to Student Services at sydney.studentservices@nd.edu.au with your Event Form (Appendix A).

<table>
<thead>
<tr>
<th>Event name</th>
<th>Club name</th>
<th>Event date</th>
<th>Event time</th>
<th>Location</th>
<th>Expected number of guests</th>
<th>Contact person</th>
<th>Form completed by</th>
<th>Date form completed</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ASSOCIATED HAZARDS</th>
<th>WHO MAY BE AT RISK</th>
<th>INHERENT RISK (harm that could occur from these hazards if controls fail or are not in place)</th>
<th>CONTROL MEASURES (proposed action to minimise risk to an acceptable level)</th>
<th>RESIDUAL RISK LEVEL (VH, H, M OR L* see below) (if high risk then activity should be redesigned or cancelled)</th>
</tr>
</thead>
</table>

Appendix B (continued)
Risk Assessment Form

What you need to do:
1. Consider what could go wrong that could hurt someone.
2. Determine what the most likely outcome would be (CONSEQUENCES).
3. Determine how likely those consequences are (LIKELIHOOD).
4. Calculate the risk rating (see matrix below).
5. Take required action.

**Activity**
Describe any hazardous activities related to the event.

**Associated hazards**
Manual handling – eg lifting, moving objects
Food handling – eg undercooked meat on the barbecue
Environment – eg traffic risk, extremes in temperature
People – eg potentially violent or volatile guests
Electrical – eg use of equipment

**Inherent risks**
Provide details of the harm that could be caused to people.

**Control measures**
How can you reduce the risk to an acceptable level?
1. eliminate the hazard
2. isolate the hazard from the people
3. change the procedure for doing something

**Residual risk level**
To determine the residual risk level, combine the consequences and likelihood using the matrix below.

Consequences of harm (how bad it will be if something goes wrong):
INSIGNIFICANT – non injury incident
MINOR – injury requiring first aid
MODERATE – injury requiring medical attention
MAJOR – injury requiring hospital admission
CATASTROPHIC – fatality or permanent disability

Likelihood of harm (chance of harm occurring is affected by the duration of the activity or number of people doing the activity)
RARE – may occur only in exceptional circumstances
UNLIKELY – is not likely to occur in normal circumstances
POSSIBLE – could occur at some time
LIKELY – will probably occur in most circumstances
ALMOST CERTAIN – expected to occur in most circumstances

**Appendix B (continued)**
Risk Assessment Form
## CONSEQUENCES

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
<td>VH</td>
</tr>
<tr>
<td>Likely</td>
<td>M</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
</tr>
<tr>
<td>Possible</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>VH</td>
</tr>
<tr>
<td>Unlikely</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>H</td>
</tr>
<tr>
<td>Rare</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
<td>M</td>
</tr>
</tbody>
</table>

VH – very high (the event must not proceed)
H – high (the risk level must be reduced for the activity to go ahead)
M – medium (all appropriate steps must be undertaken to further reduce the risk level before the activity goes ahead)
L – low (activity can go ahead)