

3X3 RISK MATRIX				
Probability Likelihood of Occurrence (Chance)	High			Immediate action required
	Medium		Urgent action required	
	Low	Monitor		
		Low	Medium	High
	Severity - number affected by occurrence (CONSEQUENCES)			

Determine level of risk, high, medium or low. Eliminate or reduce the risk by control measures

Risk Assessment

Activity:

Location:

Date and Time:

Hazard	Who might be affected?	Possible effects/harm	Risk rating H,M,L	Detail of existing controls	Detail further action required to reduce risk	Who needs to carry out the action and by when?	Revised risk Rating H,M,L
Delete as appropriate Example: Holes, Leads etc...	Contactors Event Volunteers, members of the public	Injury Slips, Trips and falls	M	Site inspection ahead of the event and well as before the event starts Cables and trip hazards to be covered or taped down. Sufficient lighting across the site to avoid dark areas.	Safe routes identified around remaining hazards with signage as required. All incidents and near misses will be reported to and recorded by the event organiser.	Site manager Event manager	L

Contact Details for Event Organiser/ Venue Caretaker etc...

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