**Risk Assessment**

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| **Date:** |  | **Event:** |  |
| **Assessor:** |  | **Signature:** |  |

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| **Matrix** Likelihood | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost certain | 5 | 10 | 15 | 20 | 25 |
| Likely | 4 | 8 | 12 | 16 | 20 |
| Moderate | 3 | 6 | 9 | 12 | 15 |
| Unlikely | 2 | 4 | 6 | 8 | 10 |
| Rare | 1 | 2 | 3 | 4 | 5 |

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|  | Negligible | Undertake the activity with existing measures in place. |
|  | Low | Additional preventative measures may be needed. |
|  | Medium | All preventative measures will need to be in place before the activity is undertaken. |
|  | High | The proposed activity can only proceed if the risk has been minimised as much as possible and there are no alternative options. |
|  | Extreme | The proposed activity must not proceed without steps being taken to significantly lower the risk. |

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| **Likelihood Definitions** | |
| **Almost Certain** | * Expected to occur most times during normal operations |
| **Likely** | * Will probably occur at some stage based on evidence of previous incidents |
| **Moderate** | * Not generally expected to occur but may under specific circumstances |
| **Unlikely** | * Conceivable but not likely to occur under normal operations; no evidence of previous incidents |
| **Rare** | * Only ever occurs under exceptional circumstances |

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| **Consequence Definitions** | |
| **Insignificant** | * Negligible financial loss * Injuries not requiring first aid * Minimum impact to reputation |
| **Minor** | * Minor financial loss * First aid required * Minor isolated concerns raised by stakeholders and patrons |
| **Moderate** | * Significant financial loss * Medical treatment required * Local media and community concern |
| **Major** | * Major financial loss * Hospital admission required * National media outrage |
| **Catastrophic** | * Extensive financial loss * Death or permanent disability * International and National Media outrage |

**What is a risk?**

A risk is anything that might have a negative impact. Risk management is therefore the process of anticipating all possible risks, no matter how unlikely they may seem, and ensuring that the likelihood of these risks occurring is minimised and that there are strategies in place to deal with them if they occur.

**Why risk assessments are important for clubs**

As a club executive, you are responsible for those at your club’s events, including both staff and attendees. Effective risk management ensures that any potential negative impacts are minimised.

**Completing a risk assessment**

When filling in a risk assessment you should start by identifying the specific risks associated with the planned event, record the risk in the provided template, and then use the matrix to determine the likelihood and consequences of that risk occurring.

Some things you should consider when completing your risk assessment are:

* The nature of the activity – if it is a physical activity where injury is likely to occur you may want to sign a waiver.
* The venue
* Will members be separated from their belongings?
* Do you need security guards?
* How are members getting to and from the venue?
* Is alcohol involved?
* What facilities are available for first aid?

You should also factor in financial risks when planning your event. for example:

* Is the club entering a contact? - contracts are legally binding so make sure you have read over all the fine print and know what you are agreeing to. If you have your doubts please contact USASA before signing anything.
* Will people be purchasing tickets in advance? If so, what is the refund policy?
* Will there be any out of pocket expenses?

For recurring events you don’t need to recreate the risk assessment everytime, you will only need to review and updates the risk assessment as needed.

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| **Potential** **Risk** | **Likelihood** | **Consequences** | **Risk Priority** (Minimum, Low, medium, high, or extreme – use table to determine level) | **Treatment** (How will you ensure this risk will not occur?) | **Responsible Person**  (Who will mitigate this risk?) | **Timeframe**  (When might this risk occur?) |
| **Planning (pre-event)** | | | | | | |
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| **Financial** | | | | | | |
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| **Operational (during event)** | | | | | | |
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| **Post Event** | | | | | | |
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**Example of potential risks**

* Alcohol (intoxication, spiking, underage drinking)
* Equipment failure
* Finance issues
* Food (poisoning, Allergies, not enough, too much)
* Harassment (physical, verbal, sexual)
* Miscommunication with suppliers, venue, or team members
* Weather
* Patron behaviour
* Personal injuries
* Venue capacity
* Security issues
* Transportation to and from the venue.