



Risk Assessment Tool

This tool is designed to assist* you to assess all events**, programs and other activities to ensure they are conducted safely and to minimise or mitigate associated risks.

It is not compulsory to use this particular tool, however, risk assessment must be conducted for all events, programs and other activities using a recognised risk assessment methodology or tool.

**Please note that the methodologies provided in this tool are intended to assist you and your management team to assess risk and it is up to each individual management team to determine the level of risk and the appropriate risk management strategies based on your specific circumstances.*

***This tool was developed to be used in conjunction with the Event Planning Template but can be used as a stand alone tool to support other risk assessment requirements.*

Summary Information:

Event Name <i>(event, activity or program)</i>	
Event Date/s	
Event Location	
Event Coordinator	

Identifying the Risks:

Identify any possible risks that might be associated with the following areas (as relevant). Add any additional areas as required.

Area Assessed	Risks Identified
People	
• Organiser	•
• Facilitator	•
• Participants	•
• Event staff	•
• Child Safe evaluation	•
•	•

Environment	
• Venue	•
• Weather	•
• Terrain	•
• Surrounding area	•
• Parking / Access	•
• Signage	•
•	•
Equipment	
• Vehicles	•
• Tools	•
• Safety clothing	•
• Safety signage	•
•	•
Food / Catering	
• Cooking equipment	•
• Food allergies	•
• Food handling	•
•	•
Other	
•	•
•	•

Assessing the Risks - Risk Assessment Table:

This is a useful tool for assessing risk. Once you have identified possible risks associated with your event/activity, assess each of the risks on a rating of 1 (Low) to 5 (High) for likelihood and impact. Then use the Risk Matrix to identify the Risk Rating. For each risk, identify appropriate minimisation or mitigation strategies.

Area Assessed	Risks Identified	Likelihood (L=1 to H=5)	Impact (L=1 to H=5)	Risk Rating (L / M / H)	Management / Mitigation Strategy	Responsibility

Risk Matrix:

		Impact				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme
Likelihood	5 Almost Certain	Medium	Medium	High	High	High
	4 Likely	Low	Medium	Medium	High	High
	3 Possible	Low	Medium	Medium	High	High
	2 Unlikely	Low	Low	Medium	Medium	High
	1 Rare	Low	Low	Low	Medium	Medium

*This risk matrix is based on one developed by Baptist Insurance Services

Assessing the Risks - Quadrant Risk Assessment:

This is an alternative method of assessing risk that you might find useful. This is a particularly good tool where a group is assessing risk.

Once you have identified possible risks associated with your event/activity, for each risk mark the likelihood and impact of that risk on the X and Y axis and their intersection point will indicate the likely Risk Rating.

RED ZONE (HIGH likelihood and HIGH impact) = High Risk.

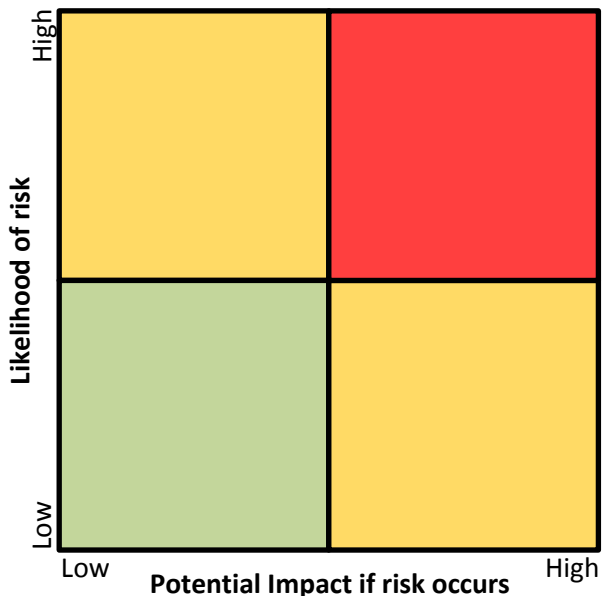
YELLOW ZONE (HIGH likelihood or HIGH impact but LOW on the other indicator) = Medium Risk.

GREEN ZONE (LOW likelihood and LOW impact) = Low Risk.

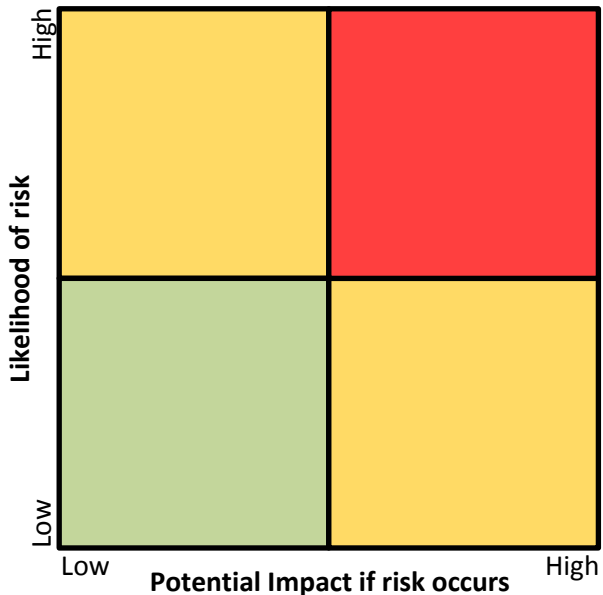
The Quadrant tool can be reproduced in whatever format best suits your needs: whiteboard, flip chart, hard copy, electronic, etc. The following is provided as an example only.

Activity / Event Name: _____

Identified Risk: 1.

Likelihood of risk		Management / Mitigation Strategy	Responsibility	
		High	Low	High
Low				

Identified Risk: 2.

Likelihood of risk		Management / Mitigation Strategy	Responsibility	
		High	Low	High
Low				

Risk Escalation and Communication:

The nature of action required in response to each risk will depend on the Risk Rating.

Risk Rating	Escalation and Communication
High	Immediate escalation to church leadership; active remediation activities in place; frequent monitoring required.
Medium	Church management team advised; active mitigation plans in place; regular monitoring as part of usual meetings.
Low	Local management team/leader monitoring; lower priority remediation activities.

*This risk escalation model is based on one developed by Baptist Insurance Services