RISK ASSESSMENT FOR <YOUR ACTIVITY NAME HERE>

Please provide detail on potential risks you have identified for each proposed activity, adding additional rows as required. Use the Risk Matrix below determine the rating for each risk noting that:

* The **Rating** (Low/Medium/High/Extreme) is calculated by multiplying the **Likelihood** of the risk occurring by the significance of the **Consequence** if it were to occur
* You must provide **Control/Contingency** measure**s** that are (or can be) put in place to reduce the risk **Rating**
* You should then estimate the **Residual risk** rating, which is your estimation of the remaining risk once **Controls** or **Contingencies** are taken into account

| Risk/threat description | Likelihood  *5 = Frequent / almost certain*  *4 = Probable / likely*  *3 = Occasional / possible*  *2 = Unlikely*  *1 = Rare* | Consequence  *1 = Insignificant*  *2 = Minor*  *3 = Moderate*  *4 = Major*  *5 = Catastrophic* | Rating  (Likelihood x Consequence)  *e.g. 3 x 5 = 15* | Controls/contingencies  *Measures you would put in place to reduce your risk rating* | Residual risk |
| --- | --- | --- | --- | --- | --- |
| E.g. Venue Management - last minute cancellation, unavailability or lack of access to venue | 2 | 4 | 8 (Medium) | Agreement with venue will be secured in advance. Agreement will allow for alternative space in same complex if original space is unable to be used. A list of suitable alternative venues has been developed. | 4 (Low) |
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Risk Matrix:

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | Consequence | | | | |
|  |  | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| Likelihood | 5 Frequent / almost certain | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| 4 Probable / likely | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| 3 Occasional / possible | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| 2 Unlikely | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| 1 Rare | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |