**WAC Events Risk Management Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Catastrophic**  | **5** | 5 | 10 | 15 | 20 | 25 |
| **Major**  | **4** | 4 | 8 | 12 | 16 | 20 |
| **Moderate**  | **3** | 3 | 6 | 9 | 12 | 15 |
| **Minor**  | **2** | 2 | 4 | 6 | 8 | 10 |
| **Insignificant**  | **1** | 1 | 2 | 3 | 4 | 5 |
|  |  | **1** | **2** | **3** | **4** | **5** |
|  |  | **Remote**  | **Unlikely**  | **Possible**  | **Probable**  | **Highly Probable**  |

|  |  |  |
| --- | --- | --- |
| **Scoring**Under 5 - Green5-10 – Amber 10-12 OrangeAbove 12 Red | **Common Risks**Falls from heightSlips/trips on single levelBurnsEffects from toxic substances | **General Hazards at WAC**Asbestos (Report available if needed)Uneven staircases and floorsUnknown electrics in some areasShared kitchen facilitiesBees and beehivesMoat and uneven groundsSome studios have specific equipment |

Risk Assessment carried out by [Name] …………………………………………………………….

Date …………………………………………………………………………………………………………………

Event Details ……………………………………………………………………………………………………

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| **Item**  | **Score** | **Comment** |
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This form needs to be returned to the office no later than 14 days prior to your booking.