**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 - Green  5-10 – Amber  10-12 Orange  Above 12 Red | **Common Risks**  Falls from height  Slips/trips on single level  Burns  Effects from toxic substances | **General Hazards at WAC**  Asbestos (Report available if needed)  Uneven staircases and floors  Unknown electrics in some areas  Shared kitchen facilities  Bees and beehives  Moat and uneven grounds  Some 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.