**[Name of Association] Incorporated**

**Risk Assessment**

**[insert reason eg Conference/ Event ]**

|  |  |
| --- | --- |
| **Location and details of conference/event:** | **[insert location – for example: name of room, building and street address]**  **[insert date]**  **Examples : Funding application, employment of General Manager, new location, environment changes, finances of association** |
| **Person/s conducting assessment:** |  |
| **Date and time of assessment:** |  |
| **Next review:** | **Next conference, next quarter, next year** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identify the hazard** | | **Assess the risk** | **Fix the problem** | | **Evaluate** |
| **Identify the activity** | **Identify the hazards** | **Risk Level**  **(low, medium, high) \* see risk matrix** | **Solutions** | **Who is responsible** | **Does this reduce the risk?** |
| Example: Arrival/ Departure at event | Slip hazard due to rain | Medium | Slip mat in foyer  Staff member to assist attendees at drop off – umbrellas, manual assistance into and out of vehicles  Insurance for event | Venue  GM to allocate staff member |  |
| COVID/ Pandemic | Event/s cancelled  Ongoing financial impact | Low | Cash flow projection contingency  Online activities for members | Committee  Sub-committee |  |  |
|  |  |  |  |  |  |  |

*This template is an example only.**Check any legislation that applies to this event to determine if you need to make any changes to this template before using it.*

**Risk Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |