

Loughborough University Events – Generic Risk Assessment Template

Section 1

Event name / title		Event organizer	Name (print): School / Dept./ Service: Tel: Email:
Date(s) and timings for event		Location / premises	
Description of event (including; nature of activity, number of people attending, whether alcohol is permitted, inflatable play eqpt hired etc			

Loughborough University Events – Generic Risk Assessment Template

Section 2

Activity	Significant hazards	Who might be harmed?	How might they be harmed?	Initial risk rating (taking account of existing controls) (LxS - See risk rating guidance)	Risk level tolerable (Y / N)? If not, list additional control measures to bring rating down to tolerable level (See risk rating guidance matrix)	Risk rating (LxS - See risk rating guidance)	Is the risk adequately controlled Y / N	Action by whom and by when?	
Event organiser		Name: Signature: Position:			Approval given by;		Name: Signature: Position: Date:		

Loughborough University Events - Risk Assessment Template

Risk guidance – rating matrix

Severity Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Fatal / Critical (5)
Almost Certain (5)	Tolerable (5)	Substantial (10)	Substantial (15)	Intolerable (20)	Intolerable (25)
Likely (4)	Acceptable (4)	Tolerable (8)	Substantial (12)	Intolerable (16)	Intolerable (20)
Possible (3)	Acceptable (3)	Tolerable (6)	Tolerable (9)	Substantial (12)	Substantial (15)
Unlikely (2)	Acceptable (2)	Acceptable (4)	Tolerable (6)	Tolerable (8)	Substantial (10)
Rare (1)	Acceptable (1)	Acceptable (2)	Acceptable (3)	Acceptable (4)	Tolerable (5)

Risk Rating	<p>The level of risk for an activity is obtained by matching the likelihood of an accident occurring against the severity of the outcome if that accident occurred (i.e. likelihood multiplied by severity).</p> <p style="text-align: center;">General Risk Rating</p>
Acceptable (1 to 4)	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.
Tolerable 5 to 9	<p>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.</p> <p>Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.</p>
Substantial 10 to 15	The event should not be started until the risk has been reduced to at least a moderate level. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Intolerable 16 to 25	The event must not be started or continued until the risk has been reduced to a tolerable or moderate level. If it is not possible to reduce the risk even with unlimited resources, work must remain prohibited.