

EVENT NAME – Risk Register and Action Plans

Author: **NAME – POSITION**

NAME OF EVENT

DATE OF EVENT

RISK REGISTER AND ACTION PLANS FOR **EVENT IN **LOCATION****

**THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE EVENT MANAGEMENT PLAN, OPERATIONAL
MANUAL AND EMERGENCY RESPONSE PLAN**

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Introduction

The following risk assessment contains a risk register and an associated action plan for each identified risk. Within the action plan, each identified risk is given a severity rating based on the below matrix. Controls are then highlighted as to how the risk will be controlled to a level that is deemed acceptable. It also identifies who holds the responsibility to action the identified controls, gives each risk a revised rating based on the controls to be put in place and finally provides an overview of what stage the mitigation is at.

It should also be noted that all categories of risk are to be covered in the following assessment; this means that not only health and safety issues will be covered but also other risks associated with the event such as financial, public perception, communications and environmental.

Methodology matrix

Severity rating matrix		Potential severity of harm		
		Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerate 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

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Stakeholder Communications Strategy

A strategy is in place to make sure that the following risk assessment document is circulated to all relevant authorities and key event personnel. All event documentation will be submitted to LIST STAKEHOLDERS.

Distribution list (list people who will see this risk assessment and tick once sent copy)

Revision process

This plan will be reviewed on a regular basis in the lead-up to the event on the DATE OF EVENT.

Review by	Review date

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Risk register – **EVENT** (You may need to do different registers for different elements of your event i.e. if your event is made up of a parade and then a concert in a park)

Identified Risk	Category	Action Plan No.
i.e. All risks that may occur during the set up, during and breakdown of the event	i.e. Risks will fall under one of these categories: Health & safety, Public safety, Environmental, Event reputation or Financial	i.e. Give each risk a number for easy identification

Risk Action Plans

Action plan no.	Identified risk	Severity rating	Mitigation strategy	Responsibility	Revised severity rating	Mitigation strategy status
	Identified risks as listed in Risk Register above	Use the matrix to identify the severity rating by multiplying the likelihood of the risk occurring with the severity of the risk e.g. 2 x 3 = 6 Substantial	Consider the actions you have taken to mitigate the severity of the risk	Name the individual who is responsible for the mitigation and/or response of this risk	Following taking the mitigating actions to minimise the severity of the risk recalculate the rating from the matrix e.g. 1 x 3 = 3 Moderate	Update on where you are up to with your mitigation strategy