

Event Management – Risk Assessment & Risk Matrix Form

Division/Dept		Branch/Section/Program			Activity				
Consulting Group				Date of Assessment					
Ref No.	Hazard	Risk Description	Risk Category	Risk Assessment			Controls required to mitigate risk	Actions required to achieve controls	Risk Owner/ Person Responsible
				Likelihood	Consequence	Rating			
eg.		There is a risk that ... could happen resulting in ...	Public Liability	Possible	Major	High (18)			
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Risk Matrix					
Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Likely	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possible	Low 5	Medium 10	High 15	High 18	High 22
Unlikely	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare	Low 1	Low 3	Medium 6	Medium 9	High 14

Corrective Actions Table	
Risk Level	Action Required
Extreme Risk 23 - 25	<ul style="list-style-type: none"> This rating level is not acceptable Report immediately to Senior Management Consider alternative activity unless appropriate controls are implemented Develop specific Treatment/Action Plan for immediate implementation to address extreme risks Allocate actions and budget for implementation within one month Report to Senior Management on effectiveness of control
High Risk 14 - 22	<ul style="list-style-type: none"> Develop and implement a specific Treatment/Action Plan for high risks Consider alternative activity unless appropriate controls are implemented Allocate actions and budget to minimise risk; monitor implementation Report to Senior Management on effectiveness of control
Medium Risk 6 - 13	<ul style="list-style-type: none"> Develop and implement a specific Treatment/Action Plan for medium risks Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation Management to consider additional controls
Low Risk 1 - 5	<ul style="list-style-type: none"> Accept and Monitor low-priority risks Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms