



Australian Light Horse Association Ltd. EVENT RISK ASSESSMENT

Please return completed form to:
 Via Email: The Event Registrar - lauriewatts@live.com.au
 Via Post: The Secretary PO Box 107 Beenleigh QLD 4207

Information of Activity

Activity: _____ Location: _____
 Identified by: _____ Date: _____
 Identified Hazard / Aspect: _____

Risk Analysis matrix – level of risk

Identified Hazards <small>(Only if required – otherwise state NIL)</small>	Risk Assessment			Risk Score	Risk Level
	Exposure (E)	Likelihood (L)	Consequence (C)	E x L x C	

Definitions						
Exposure	E	Likelihood	L	Consequence	C	Risk Score
Continuously	10	Almost Certain	1.0	Catastrophic	20	Hierarchy of Risk Controls E >20 H >10 M 3-10 L < 3 Elimination is a permanent solution and should be attempted in the first instance. Substitution involves replacing the hazard or environmental aspect by one of lower risk. Engineering controls involve physical barriers or structural changes to the environment or process. Administrative controls reduce hazard by altering procedures and providing instructions. Personal protective equipment last resort or temporary control.
Frequently	6	Likely	0.6	Major	10	
Occasionally	3	Possible	0.3	Moderate	5	
Infrequently	2	Unlikely	0.1	Minor	2	
Rarely	1	Rare	0.05	Insignificant	1	

LEGEND

E: extreme/significant risk; immediate action required; with a detailed plan, notify Organisers immediately.
H: high risk, Organisers attention needed, detailed research and management planning.
M: moderate risk, Organisers responsibility must be specified; manage by specific monitoring or response procedures.
L: low risk, manage by routine procedures; unlikely to need specific allocation of resources.

Details of Action to be Taken

Actions: *(These should be determined by both the person(s) identifying the risk and the responsible Troop Coordinator). When determining action, refer to Hierarchy of Risk Control – attach extra sheet if required.*

Person assessing the risk: _____ Date: _____
 Authorised by: _____ Planned completion date: _____

Actions Completed

Actions by: _____ Completed (Initials & date): _____