



# Australian Light Horse Association Ltd.

## EVENT RISK ASSESSMENT

Please complete, save, download and submit the form to:  
 The Event Registrar: Jo Moore - [alha.riskassessment@gmail.com](mailto:alha.riskassessment@gmail.com)

### Information of Event Activity and Attendance

Activity: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Identified by: \_\_\_\_\_ Date: \_\_\_\_\_  
 No. of Participants: \_\_\_\_\_ No. of Horses: \_\_\_\_\_  
 Identified Hazard / Aspect: \_\_\_\_\_

### Risk Analysis matrix – level of risk

Identified Hazards (Only if required – otherwise state NIL)	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	<b>E</b> >20
Frequently	6	Likely	0.6	Major	10	<b>H</b> >10 <b>M</b> 3-10
Occasionally	3	Possible	0.3	Moderate	5	<b>L</b> < 3
Infrequently	2	Unlikely	0.1	Minor	2	
Rarely	1	Rare	0.05	Insignificant	1	
Hierarchy of Risk Controls						
<b>Elimination</b> is a permanent solution and should be attempted in the first instance. <b>Substitution</b> involves replacing the hazard or environmental aspect by one of lower risk. <b>Engineering</b> controls involve physical barriers or structural changes to the environment or process. <b>Administrative</b> controls reduce hazard by altering procedures and providing instructions. <b>Personal protective equipment</b> last resort or temporary control.						

#### 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: \_\_\_\_\_

ALHA Members: No. \_\_\_\_\_

Non Members: No. \_\_\_\_\_

Actions by: \_\_\_\_\_ Signature: \_\_\_\_\_

Completed (Initials & date): \_\_\_\_\_