

APPENDIX 2 – RISK ASSESSMENT PROFORMA

**WELWYN GARDEN CITY CENTENARY FOUNDATION
EVENT RISK ASSESSMENT**

Event:		Attendance:
Dates:		Start/Finish Times:
Project Team Leader		
Risk Assessment Completed By:		Contact Tel:
Email:		
Board Approval:		Date:

WELWYN GARDEN CITY CENTENARY FOUNDATION (WGCCF) DESCRIPTION

The WGCCF is a charitable organization established to create and deliver a number of events as part of the celebration of 100 years of Welwyn Garden City which was created in 1920 by Sir Ebenezer Howard. Any event where the WGCCF is responsible /participating/ organizing will require a Risk Assessment.

EVENT DESCRIPTION

RISK ASSESSMENT KEY		
Severity (S)	Likelihood (L)	Risk Rating (RR)
What is the potential level of: <ul style="list-style-type: none"> • injury to persons • damage to property • project failure caused by the risk?	How likely is the risk to happen?	Risk Rating = Severity x Likelihood (1 is LOW, 16 is HIGH) Note: a Risk Rating above 18 is not acceptable and must be reduced by special action.
1. Slight 2. Minor 3. Moderate 4. Major 5. Severe	1. Highly unlikely 2. Not very likely 3. Possible 4. Likely 5. Very likely	

RISKS

No.	Description of activity/associated risk	Who could be affected	Before Mitigation			Mitigation	After Mitigation			Further Action?
			S	L	RR		S	L	RR	

(add further lines/pages if required)

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