Appendix 3: *Pro forma* risk assessment (deadline: 3 August 2018)

This is only a guideline: If you have your own standard form then please complete and submit.

Likelihood

1 Very unlikely	**2 Unlikely**	**3 May occur**	**4 Likely**	**5 Very likely**	**6 Will occur**

Severity

1 Very minor injury	**2 Minor injury**	**3 Lost time to injury**	**4 Major injury**	**5 Single fatality**	**6 Multiple fatality**

Risk Factor (* Likelihood × Severity)

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	**Risk Factor 7-17 Medium Risk factor above 12 Further action required**	**Risk Factor 18-36 - High Immediate action required**

Please complete the sections below comprehensively

Activity:

Description of operation:
Who is affected by this operation? (Please tick all that apply) ☐ Employees ☐ Contractors ☐ Visitors ☐ Public ☐ Young people ☐ Pregnant women

Description of hazards / risks	Likelihood	Severity	Risk Factor*	Risk (before precautions have been taken)

Control Measures:

Description of hazards / risks	Likelihood	Severity	Risk Factor*	Risk (after precautions have been taken)

Details of further action required:

Assessed by _____ Position _____

Signed _____ Date _____

General Manager _____ _____

Signed _____ Date _____

This form must be completed by the **3 August 2018** and returned by email to **conferences@libdems.org.uk**