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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of event:** |  | | | | | | | | | | | |
| **Responsible organiser:** |  | | | | | | **Date of the event:** | |  | | | |
| **Responsible for the analysis:** |  | | | | | | **Date of analysis:** | |  | | | |
| **Participants in the analysis** (name and function): | |  | | | | | | | | | | |
| **Describe the event:** | |  | | | | | | | | | | |
| - Lecturer/artist profile (VIP)? | |
| - Audience profile (students, employees etc.)? | |
| - Time of the event? | |
| - Description of the premises/area? | |
| - Are the premises normally used for events? | |
| - Are there any other activities in the surrounding area? | |
| - Expected number of participants? | |
| - Will you be serving alcohol? | |
| - Have you prepared safety and security procedures? | |
| - Will there be any safety personnel there? | |
| - Will there be any officials, hosts etc.? | |
| **Acceptance criteria/Quantity**   |  |  |  |  | | --- | --- | --- | --- | | Probability: | 1 = Unlikely/May happen | 2 = Likely/Happened before | 3 = Very likely/Happened several times before | | Consequences: | 1 = Temporary or negligible | 2 = Considerable | 3 = Total or major |   **Multiply the numbers for likelihood and consequences to visualise the risk (the total)**   |  |  | | --- | --- | | 1-2 | Acceptable | | 3-4 | Acceptable, if simple measures are not available | | 6-9 | Not acceptable | | | | | | | | | | | | | |
| **RISK ASSESSMENT** | | | | | | | | **ACTION PLAN** | | | | |
| **Undesirable incidents**  (What may occur?) | **Cause**  (Why does it occur?) | | **Consequences**  (What are the consequences?) | **Likelihood (1-3)** | **Consequences (1-3)** | **Risks**  1-2  3-4  6-9 | | **Measures**  (Preventive and damage-reducing) | | **Deadline** | **Person(s) responsible** | **Status** |
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