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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)**

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| 1-2 | Acceptable |
| 3-4 | Acceptable, if simple measures are not available |
| 6-9 | Not acceptable |

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| **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**1-23-46-9 | **Measures**(Preventive and damage-reducing) | **Deadline** | **Person(s) responsible**  | **Status** |
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