

WEST PYMBLE P&C ASSOCIATION RISK MANAGEMENT PLANNING TEMPLATE

RISK ASSESSMENT PLAN – Complete all sections below

P&C Association: WEST PYMBLE PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION INC

Event:

Event Date:

Risk Assessment Date:

Equipment/items planned to be used:

Reference Documents:

ACTIVITY STEPS	POTENTIAL RISKS	RISK RATING	RISK CONTROL MEASURES	RISK RATING AFTER RISK CONTROL MEASURES	RESPONSIBILITY
List the steps required to perform the activity in the sequence they are carried out.	Against each activity step list the hazards that could occur.	Rare; Unlikely; Likely; Almost certain	Describe the identified Risk Control measures.	Rare; Unlikely; Likely Almost certain	Document name of person(s) responsible for implementing risk controls.