



# **Risk Assessment Plan**



## 1 PURPOSE

---

The organization has adopted and implemented a risk assessment procedure to analyze risk to attendees at RECF events. This document outlines the procedures used to continuously assess the risk.

## 2 SCOPE

---

The procedures apply to all organization events.

## 3 PROCEDURE

---

### 3.1 RISK ASSESSMENTS

The following tables represent the risk assessment guidelines utilizing a qualitative approach. The risk assessment should be conducted by  Jane\_Doe\_\_\_\_\_  and reviewed by  John Smith\_\_\_\_\_ . All Critical, High, Medium, and Low vulnerabilities will be reported to  School Administrator\_\_\_\_\_  for review.

**Table 1: Steps to Complete Risk Assessment**

Using Tables 1-5 below, on the form in Table 6 list each potentially hazardous activity then estimate the likelihood of its occurrence, what the consequences of such an event happening, The risk involved in such an event happening. Finally state the plan in place to prevent or respond to such an event happening

Step	Description
<b>1. IDENTIFY THE ACTIVITIES</b>	If the indoor event has multiple attractions or activities, such as a food fair followed by a music performance, then each activity must have its own risk assessment. Make a comprehensive list of all activities taking place.
<b>2. IDENTIFY THE HAZARDS</b>	Go through each activity and pinpoint the potential hazards associated with it. A hazard is anything that could cause injury, damage or loss, such as wet floors, loose cables, overcrowded areas or food contamination.
<b>3. IDENTIFY WHO COULD BE HARMED AND HOW</b>	Establish who might be at risk due to these hazards. Is it the participants, the staff or perhaps the vendors? And how would they be harmed? For example, attendees could slip on a wet floor, or food consumed during the event could lead to an allergic reaction or food poisoning.



<p><b>4. ASSESS THE RISK AND DECIDE ON CONTROL MEASURES</b></p>	<p>After identifying the hazards and who could be harmed, evaluate the level of risk involved. This is generally a combination of the likelihood of the hazard occurring and the severity of the consequences. Then, determine what safety measures can be implemented to mitigate these risks.</p>
<p><b>5. DOCUMENT EVERYTHING</b></p>	<p>Document every part of the risk assessment on the form in Table 6 and update as necessary. Maintain all other relevant and related documents.</p>

**Table 2: Likelihood**

Use these guidelines to determine the likelihood that an event may occur at the event.

Qualitative Values	Description
Almost Certain	100% likely / almost 100% likely this will occur at the event
Likely	Will probably happen / is likely to happen during the event
Moderate	Could happen or plausible to occur during the event
Unlikely	Improbable but could happen / not expected during the event
Very Unlikely	Rare / not expected but remotely possible during the event

**Table 3: Consequences**

Qualitative Values	Description
Catastrophic	Death / permanent impairment
Major	Serious injuries / hospitalization
Moderate	Moderate injuries / medical treatment
Minor	Minor injuries / first aid
Insignificant	Minimal injuries / no injuries

**Table 4: Risk Level Matrix**

Likelihood of Occurrence	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Medium	High	Critical	Critical
Likely	Very Low	Low	Medium	High	Critical
Moderate	Very Low	Low	Medium	Medium	High
Unlikely	Very Low	Very Low	Low	Low	Medium
Very Unlikely	Very Low	Very Low	Very Low	Very Low	Low



**Table 5: Response Key**

Risk	Response
<b>Critical</b>	Apply resources to reduce the risk to low Monitor with significant resources throughout the event
<b>High</b>	Apply resources to reduce the risk to low Monitor risk throughout event
<b>Medium</b>	Apply resources to reduce the risk to low Requires some monitoring throughout the event
<b>Low</b>	Apply resources to reduce the risk to very low Manage with allocated resources and standard procedures
<b>Very Low</b>	Manage with allocated resources and standard procedures

**Table 6: Sample Risk Assessment Form (add additional pages as necessary)**

Activity	Likelihood (Table 2)	Consequence (Table 3)	Risk Level (Table 4)	Response / Plan (Table 5)
Robot Skills Matches	Unlikely	Insignificant	Very Low	Very Low
Practice Fields	Unlikely	Insignificant	Very Low	Very Low
Qualification Matches	Unlikely	Insignificant	Very Low	Very Low
Alliance Selection	Very Unlikely	Insignificant	Very Low	Very Low
Judge Interviews	Very Unlikely	Insignificant	Very Low	Very Low
Robot Repairs in the Pit	Moderate	Minor	Low	Low

Date Completed: 08/16/2026

Completed By: Event Partner

Date Reviewed: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

