

ASSESSMENT DETAILS

IN AN EMERGENCY CALL:

Lead Organizer:	Event Phone:
Attendees:	

EVENT DETAILS

Purpose of Event:	Date:
Benefit of Event: Celebrates academic and personal achievements. Creates lasting memories for graduates and attendees. Encourages reflection and future goal setting. Fosters a sense of pride and accomplishment. Provides an opportunity for families to celebrate together. Strengthens institutional and community bonds.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Alcohol-related and behaviour incidents	Intoxication, violence, accidents	Encourages a lively and sociable atmosphere where guests can enjoy themselves, while effective management ensures the event remains safe and welcoming for everyone.	Implement a responsible alcohol service policy with clear limits, train staff to manage intoxicated individuals, and refuse service where necessary. Employ visible security personnel to monitor guest behaviour, respond swiftly to incidents, and maintain a calm environment. Provide alternative transport options and establish a designated area where disruptive individuals can cool down safely. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Allergic reactions	Anaphylaxis, discomfort	Offering diverse sensory elements like food and decorations enriches the experience, despite allergy risks.	Provide allergen information for food, flowers, and other materials in the event space. Train staff to respond to allergic emergencies, and have epinephrine auto-injectors available in first-aid kits. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Crowd mismanagement	Injuries, delayed events	Allowing large crowds fosters a vibrant and celebratory atmosphere, enhancing the energy of the event.	Implement a clear queueing system with barriers and signs to direct attendees. Assign ushers to monitor entry and exit flow and manage disruptions calmly. Provide separate entrances for VIPs and performers to minimize delays. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Cultural or religious insensitivity	Exclusion, offense	Creating an inclusive event allows people from diverse backgrounds to celebrate together, fostering unity.	Review all ceremony elements for inclusivity, including speeches, music, and decorations. Train staff on cultural sensitivity, and provide options to accommodate diverse guest needs, such as dietary restrictions or prayer spaces. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Data breaches	Unauthorized access to personal data	Collecting attendee data enables smooth operations, from ticket distribution to follow-up communications, enhancing guest experience.	Use secure platforms for ticketing and attendee registration. Limit access to sensitive information to authorized personnel only. Encrypt stored data and conduct regular audits to identify vulnerabilities in the system. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Drone use	Injury from drones, privacy concerns	Capturing aerial footage provides unique and memorable perspectives, enhancing post-event media.	Use licensed operators to fly drones and maintain strict compliance with aviation regulations. Establish a no-fly zone over guest areas and provide clear notice of drone activity to attendees. Monitor weather conditions for safe operation. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electrical hazards	Electrical hazards, trip hazards, equipment failure	Utilizing electrical equipment enhances the ceremony's audiovisual experience, creating a memorable event for attendees.	Ensure all electrical equipment is PAT tested, cables are secured to prevent trips, and RCDs are used for additional safety. Designate a qualified electrician on-site to handle emergencies. Regularly inspect setups for compliance with safety standards. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Equipment theft	Loss of valuable equipment	Access to quality equipment enhances the professional delivery of the event.	Secure high-value equipment in locked areas when not in use. Use security tags, install CCTV, and assign staff to monitor equipment zones. Maintain an inventory checklist and verify it before and after the event. (ALL)	Staff, Contractors	Before Measure: High After Measure: Med
Fire outbreak	Fire hazards, burns, smoke inhalation	Hosting the event in a decorated venue provides a celebratory atmosphere, enriching the experience despite inherent fire risks.	Develop a fire safety plan, including clear evacuation routes, accessible fire extinguishers, and trained personnel to manage emergencies. Conduct a pre-event inspection to identify and mitigate fire hazards. (ALL)	Attendees, Staff, Performers	Before Measure: High After Measure: Med
Food poisoning	Foodborne illness, contamination	Offering refreshments enhances guest satisfaction and provides a hospitable environment.	Hire reputable caterers who follow strict hygiene practices, ensure proper food storage and handling, and provide options for dietary restrictions. Conduct a pre-event inspection of catering facilities. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Insufficient staffing	Lack of personnel to manage event smoothly	Adequate staffing ensures the event runs smoothly and efficiently, meeting guest expectations.	Develop a staffing plan based on guest numbers, assign clear roles, and provide comprehensive training. Schedule shifts to ensure coverage throughout the event and designate backups for critical positions. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lack of emergency lighting	Darkness, injury risk in power outage	Reliable lighting provides reassurance during power outages, ensuring guest safety and reducing panic.	Install battery-operated or generator-powered emergency lighting throughout the venue. Conduct regular checks to ensure functionality and mark critical areas like exits and stairwells with illuminated signs. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Overcrowding	Crowd congestion, injury due to crowd crush	Accommodating a large audience allows more supporters to celebrate graduates, enhancing communal joy.	Limit ticket distribution to venue capacity, use barriers to control crowd flow, and assign ushers to manage seating and prevent congestion. Monitor crowd density in real-time to make necessary adjustments. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Overhead hazards	Falling objects, injuries from decorations	Safely installed decorations create an impressive aesthetic while minimizing risks.	Inspect ceilings, decorations, and lighting fixtures to ensure they are securely installed. Avoid placing heavy objects in elevated areas and regularly check rigging or hanging equipment. Use warning signs in areas of potential risk. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Poor communication during emergencies	Confusion, delayed responses	Effective communication ensures swift and coordinated responses, allowing the event to continue with minimal disruption.	Train staff on emergency protocols, designate team leaders with two-way radios, and establish a clear chain of command. Use public address systems and signage to communicate evacuation routes and other instructions. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Pyrotechnics or special effects	Burns, accidents	Special effects create a spectacular visual element, adding excitement and grandeur to the event.	Hire licensed professionals to manage pyrotechnics or effects, ensuring compliance with safety regulations. Maintain a safe distance between the effects and the audience and use protective barriers where necessary. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Security threats	Theft, violence, unauthorized access	Ensuring a secure environment allows attendees to focus on the celebration without concerns.	Hire professional security personnel, conduct bag checks at entry points, and establish emergency response protocols. Coordinate with local law enforcement for additional support if needed. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Stage collapse	Injury, equipment failure	Using a stage elevates the event's prestige, allowing speakers and performers to engage the audience effectively.	Hire certified contractors to design and construct stages. Conduct load testing and secure all components properly. Regularly inspect the structure during the event to ensure stability under varying conditions. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Temporary structures	Collapse, injury from faulty setup	Temporary structures enable creative event setups, enhancing the celebratory experience.	Use qualified professionals to erect temporary structures like stages or tents. Conduct regular stability checks during the event and have an engineer inspect weight-bearing elements. Use barriers to limit access to unauthorized personnel. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Unauthorized access	Security breaches, access to restricted areas	Restricting access ensures the safety of attendees and the smooth operation of the event.	Set up controlled entry points with ticket or ID verification. Use wristbands or badges to identify authorized attendees. Station security personnel to monitor restricted areas and respond to breaches. (ALL)	Attendees, Staff	Before Measure: High After Measure: Med
Accessibility issues	Exclusion of attendees with disabilities	Inclusive access allows all guests to participate, reflecting the institution's commitment to diversity.	Ensure the venue is accessible to individuals with disabilities, including ramps, reserved seating, and accessible restrooms. Provide sign language interpreters if necessary and clearly mark accessible routes. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Adverse weather	Heatstroke, rain, strong winds, discomfort, event cancellations, delays	Makes it possible to host events outdoors in scenic, memorable settings while maintaining flexibility to adapt safely to changing conditions.	Monitor weather forecasts closely and communicate updates to attendees in advance. Provide contingency plans such as tents, sheltered areas, or indoor backup venues. Ensure equipment is weather-resistant or properly protected, and secure furniture and temporary structures against high winds. Station staff to assist with adjustments during sudden changes. (ALL)	Attendees, Staff	Before Measure: High After Measure: Low
Confetti or balloons	Slips, choking hazard	Using celebratory effects like confetti adds to the joyous mood, providing a festive conclusion to the ceremony.	Use biodegradable materials for confetti and ensure balloon releases comply with local regulations. Conduct safety checks for release mechanisms and clear walkways of any residual materials after use. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Confusion over program schedules	Delays, miscommunication	A structured schedule keeps the event organized, ensuring all planned activities are executed successfully.	Print programs with a detailed schedule, distribute them to attendees, and use emcees to announce upcoming segments. Place digital screens with real-time updates in key areas, and assign staff to answer guest questions. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Disruption from local wildlife	Injury, allergic reactions, disruptions	Using outdoor spaces offers an engaging environment for the celebration despite minor wildlife risks.	Conduct a site inspection to identify potential wildlife hazards, ensure waste is disposed of properly, and use humane deterrents if necessary. Provide clear communication about wildlife precautions to guests. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Environmental impact	Waste generation, resource usage	Hosting the event demonstrates institutional values and provides a platform for promoting sustainability.	Implement recycling programs, use biodegradable materials, and plan for proper waste disposal. Educate attendees on environmental policies and provide adequate waste bins. (ALL)	Attendees, Staff, Community	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Floral decorations	Allergies, injury from unstable vases	Floral decorations enhance the aesthetic appeal, creating an elegant and festive atmosphere.	Use stable bases for arrangements to prevent tipping and avoid obstructing walkways or exits. Check for attendee allergies and opt for hypoallergenic flowers where possible. Regularly inspect decorations for stability. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Heat-related illnesses	Dehydration, heatstroke	Hosting the event in warm weather boosts morale and provides a pleasant outdoor experience.	Provide shaded seating areas, distribute water stations throughout the venue, and station first-aid responders to identify and address signs of heat exhaustion. Communicate weather-appropriate attire in pre-event information. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Inadequate seating arrangements	Seating shortages, discomfort	Proper seating ensures comfort and order, allowing attendees to enjoy the event without disruptions.	Use a seating chart to accommodate all attendees, including reserved spaces for VIPs and people with disabilities. Ensure seats are safely spaced, properly assembled, and checked for stability. Provide ushers to guide guests and avoid confusion. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Inadequate ventilation	Poor air quality, discomfort	Hosting the event indoors with limited ventilation allows for a controlled and aesthetically pleasing environment, enabling attendees to focus fully on the ceremony.	Assess the venue for proper airflow and install additional ventilation systems like fans or air purifiers where needed. Open doors and windows when possible to enhance circulation. Conduct an air quality test pre-event and monitor CO2 levels throughout the ceremony. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate waste management	Littering, health risks	Managing waste ensures a clean and pleasant environment while promoting environmental responsibility.	Position sufficient bins throughout the venue and assign staff to monitor and empty them during the event. Separate waste into recyclable and non-recyclable items, and provide clear signage to guide attendees. Conduct a post-event cleanup sweep. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Insufficient sanitation facilities	Poor hygiene, health risks	Adequate sanitation facilities ensure guest comfort and prevent health risks, enhancing the event's appeal.	Provide an adequate number of clean restrooms and handwashing stations, including accessible options for people with disabilities. Station cleaning staff to maintain hygiene throughout the event and stock supplies like soap and paper towels. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Insufficient signage	Confusion, lack of directions	Well-placed signage reduces confusion, ensuring guests feel welcomed and confident navigating the venue.	Use clear and visible signage for exits, facilities, seating areas, and restricted zones. Ensure multilingual or symbol-based signs for inclusivity. Place directional signs at strategic locations to guide attendees efficiently. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Lack of contingency for cancellations	Disruption from venue or date changes	Flexibility in planning safeguards against disruptions while maintaining attendee trust.	Establish an alternative venue or reschedule plan in case of unforeseen circumstances. Communicate contingency plans clearly to attendees during registration. Provide refunds or alternate arrangements as necessary. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Lack of rehearsal or preparation	Unplanned delays, confusion	A well-executed ceremony creates a memorable experience, showcasing organizational excellence and attention to detail.	Schedule a full rehearsal to identify and address potential issues. Involve key personnel, including speakers, ushers, and technical staff. Use a detailed event timeline to ensure all components run smoothly. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Loss of personal belongings	Stolen or lost items	A secure environment gives attendees peace of mind, allowing them to focus on celebrating the occasion.	Provide a secure coat and bag check service, encourage attendees to label their belongings, and station security near high-risk areas. Announce found items at regular intervals and designate a lost and found area for collection. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Lost children or attendees	Children or guests going missing	Family-friendly events encourage wider participation, enriching the communal experience.	Set up a clearly marked lost and found station, train staff to handle lost persons, and implement a communication system to reunite individuals promptly. Encourage guardians to keep a close watch on minors. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Medical emergencies	Health emergencies, delayed medical assistance	Being prepared for medical issues ensures attendee safety, allowing the event to proceed smoothly.	Station qualified first aid responders on-site, establish a clear protocol for medical emergencies, and ensure easy access for emergency services. Provide a designated first aid area equipped with necessary supplies. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Photography equipment	Cables, equipment blocking pathways	Professional photography captures high-quality memories, providing lasting value for attendees.	Designate safe zones for photographers, ensuring cables and equipment are secured. Use warning signs in these areas and provide mats to prevent slips. Assign staff to monitor equipment use near attendees. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Poor lighting	Accidents, difficulty in seeing	Effective lighting enhances the atmosphere, creating a visually appealing and professional event.	Use adequate lighting to illuminate pathways, exits, and main event areas. Test all lighting fixtures before the ceremony and keep backup bulbs or fixtures on-site. Train staff to operate the lighting system and troubleshoot issues quickly. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Property damage	Damage to venue, equipment loss	Allowing attendees to explore the venue can enhance their experience and engagement.	Use protective coverings in high-risk areas, clearly mark off-limits sections, and inform attendees of venue rules. Have security personnel monitor for potential issues. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Slips, trips, and falls	Slips, sprains, fractures, cuts, head injuries	Allows the event to be held in decorated or outdoor spaces, adding atmosphere and character that make the experience more memorable	Inspect the venue before the event and mark uneven terrain with bright tape or signage. Use temporary flooring or walkways where needed, and advise attendees to wear suitable footwear. Secure decorations and equipment so they don't obstruct walkways, and keep pathways well lit and clear of hazards. Station staff to monitor high-traffic areas and respond quickly to issues. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Stress or anxiety among attendees	Emotional distress, panic attacks	Accommodating all emotional needs creates an inclusive event where everyone can celebrate comfortably.	Offer quiet zones for attendees needing a break, and train staff to recognize and support individuals in distress. Provide clear signage and seating to reduce confusion and maintain a calm environment. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Technical and digital failures	System breakdowns, delayed presentations, disruption	Enables the use of modern technology to enhance the quality and professionalism of the event, creating a polished and engaging experience for attendees.	Test all audiovisual and digital equipment before the event, keep backup equipment available, and employ staff with appropriate technical experience. Maintain hard copies of seating plans, schedules, and other essentials in case of system failure. Provide on-site technical support to resolve issues quickly and minimise disruption. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Traffic and transport	Traffic accidents, congestion, delays, parking difficulties, late arrivals	Enables large numbers of guests to attend in a central location, while promoting greener, healthier travel options that support inclusivity and reduce environmental impact.	Coordinate with local authorities to manage traffic flow and parking. Use marshals and clear signage to direct vehicles safely. Provide shuttle services from remote parking if needed. Encourage sustainable transport options such as cycling, walking, or public transport, and advise those arriving on foot or by bike to wear high-visibility clothing and use lights so they remain clearly visible. (ALL)	Attendees, Staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date