

## Task Risk Assessment Form

<b>Location/Dept</b>	CPP	<b>Date Assessment Completed</b>	30 <sup>th</sup> April 2014	<b>Assessor</b>	Elanor Thompson
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<b>Task or Activity Assessed</b>	2015 Programme
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<b>Who Is At Risk</b> (tick as appropriate)	<b>Employee</b>	Y	<b>Other (please specify)</b>
	<b>Organisation</b>	Y	
	<b>General Public</b>	Y	

Hazards Identified	Outcome & Injury
Not Obtaining External Funding	The programme will continue but in a much reduced format.
Not Bringing in the Income to Support Programme	Will reduce elements of the programme but the reliance on income is low.
Lack of public engagement	Poor take up. Poor Reputation for organisation.
Poor Marketing	Not developing audience and profile strong enough to attract the level of anticipated attention. Poor Reputation for organisation.

Examine each of the risks with involved in the task and note down any preventative or safety measures you are going to put in place.

Control Measures In Place to Address Above Risks	Likelihood	Severity	Risk Rating
<b><u>Not Obtaining External Funding</u></b> <ul style="list-style-type: none"> <li>• Pre-Application support form Arts Council England</li> <li>• Application review by Staffordshire County Council</li> <li>• Application development support from additional sources</li> </ul>	2	3	High
<b><u>Not Bringing in the Income to Support Programme</u></b> <ul style="list-style-type: none"> <li>• Early and strong ticket promotion.</li> </ul>	2	1	Low

<ul style="list-style-type: none"> <li>• Large involvement by community for performance.</li> <li>• Large press presence</li> </ul>			
<b><u>Lack of Public Engagement</u></b> <ul style="list-style-type: none"> <li>• Develop strong and clear marketing approach.</li> <li>• Ensure arts activities taking place in all ward locations to develop strong community profile.</li> <li>• Reduce barriers to attendance.</li> </ul>	2	3	High
<b><u>Poor Marketing</u></b> <ul style="list-style-type: none"> <li>• Develop a strong and consistent branding and marketing plan.</li> <li>• Start promotion early.</li> <li>• Invest support in this area.</li> </ul>	2	1	Low

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

<b>Date</b>		<b>Assessor Signature</b>	
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**Reviews**

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

<b>1<sup>st</sup> Reassessment Date</b>		<b>Assessor Signature</b>	
<b>2<sup>nd</sup> Reassessment Date</b>		<b>Assessor Signature</b>	