

Event Risk Assessment Template

<p>Event:</p> <p>Date of event:</p> <p>Venue address:</p> <p>Event organiser:</p>	<p>Name of person completing risk assessment:</p> <p>Sign to say all control measures have been put in place prior to the event starting:</p> <p>Who to contact for risks arising at the event:</p> <p>Phone number:</p>
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Some things to consider include: external hazards e.g. busy roads, open water; injuries whilst helping at the event, e.g. from heavy lifting; weather conditions; allergy/illness; First Aid provision; Fire Safety; equipment/electrical failure; protection of children and young people; food poisoning; difficulties arising from a lack of briefing/training; money left unattended; medical conditions of participants; liability.

Example:

Health and Safety

RISK: Slips/trips/falls – injury due to hazards in surroundings

Affects: Staff, helpers, participants, attendees

Controls in place: Site should be kept clear at all times. Spills should be cleared promptly and hazards that cannot be immediately removed should be clearly signed. The event organiser should conduct safety checks prior to and during the event.

Uncontrolled Risk Level: Medium

Controlled Risk Level: Low

RISK:

Affects:

Controls in place:

Uncontrolled Risk Level:

Controlled Risk Level:

RISK:

Affects:

Controls in place:

Uncontrolled Risk Level:

Controlled Risk Level:

RISK:

Affects:

Controls in place:

Uncontrolled Risk Level:

Controlled Risk Level:

