

RISK ASSESSMENT TEMPLATE

1. Risk Assessment is the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risk to an acceptable level. You should write down all the activities and attractions, which make up the event and identify ways in which people could be harmed. This needs to include activities in the set up and clean up after the event.
2. Below is a list of possible Hazards which may be present at your event, this is given as a guidance only as each event will have its own unique set of hazards which you will need to identify and document. Please delete all those which do not apply and add in any additional Hazards.
3. For all Hazards identified please state what control measures you will put in place to reduce the Risk and the name of the person responsible for ensuring this happens.

Event Name		Date			
Description of Activities during the event setup, the event itself and post event: (Attach separate sheet if necessary)					
Risk Assessment conducted by		Name		Signature	
Hazard		People at Risk from the Hazard	Risk Level - Low, Medium or High	Control Measures actions taken that eliminate, minimise or reduce risk	Responsibility
Slips, trips, and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, waterlogged areas, icy conditions</i>					
Ingress and Egress <i>Large crowds, occupancy capacity, unauthorized entry, blocked exits routes, access for emergency service, poor signage leading to and at event</i>					
Vehicular Traffic <i>Car parking, road closures, interaction of vehicles and pedestrians, taking of deliveries</i>					
Electricity <i>Temporary lighting ran across roadways and pathways, not carried out by certified electrician, no emergency backup generators, poor illumination of areas, electric shock, overload of circuits, fire</i>					
Hazardous Substances <i>Cleaning materials, petrol, gas bottles, oils.</i>					
Children <i>Lost child, lack of adult supervision</i>					
People with special needs <i>Mobility problems (including wheelchair users, difficulty in walking, impaired vision or hearing</i>					
Stages and other Structures <i>Collapse of structures, poor anchoring, fire, pooling of water around temporary structures, use of temporary electrical supplies</i>					
Fire <i>Outbreak of fire, sounding of alarm, evacuation, provision of firefighting equipment</i>					
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of emergency services</i>					
Extreme Weather <i>Snow, fog, floods, cessation of the event</i>					
Environment <i>Public health, sanitary and drinking water provision, noise, waste/litter</i>					
Manual Handling <i>Lifting/moving equipment or heavy loads</i>					
Working at Height <i>Fall from stage or platform, fall from rigs or ladders, objects falling onto people below</i>					
Catering /Food Safety <i>Food poisoning, supply of alcohol, dehydration</i>					
Any other Hazards identified by the Event Organiser(s)					