

RISK ASSESSMENT

Event Location:

Name of Person undertaking Risk Assessment:

Date of proposed Event:

Date of Assessment:

What could go wrong?	Risk	Who is likely to be injured	How will you reduce the possibility of someone being injured?	Do you think anything else could be done?
What can cause harm? e.g. physical hazards, hazardous substances, environmental, psychological, ergonomic hazards	The chance that somebody will be harmed by the hazard. State High Medium, Low	<ul style="list-style-type: none"> ▪ Colleagues/ volunteers ▪ Contractors/vendors ▪ Young / inexperienced people ▪ New / expectant mothers ▪ Staff/visitors with disabilities 	What precautions are in place?	To eliminate hazards or limit risks by combating risks at source, preventing access to hazard, reorganising work, providing protective clothing or welfare facilities

Things to consider:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities
- Lighting, heating and ventilation
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Provision of first aid
- Health and safety issues
- Structures
- Waste management

This list is not exhaustive so make sure to identify any other possible hazards.