

# Risk Assessment Form

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|---|--|
| <b>Event Title</b>  |  |
| <b>Date and duration</b>  |  |
| <b>Brief Description</b>  |  |
| <b>Venue</b>  |  |
| <b>Licenses and Insurance required</b>  | <i>e.g. Temporary Events Notice and Public liability insurance</i> |
| <b>Hazard</b>   | <i>e.g. The roots of trees may trip up runners</i>                 |
| <b>Who might be at risk of the hazard?</b>  | <i>e.g. Runners</i>  |
| <b>Action required to minimise risk</b><br><br>minimise: reduce the likelihood of harm or injury occurring              | <i>e.g. Signs and stewards in place to warn of tree roots</i>      |
| <b>Action required to mitigate risk</b><br><br>mitigate: manage the harm or injury that might occur if the risk happens | <i>e.g. St. John's Ambulance on site to provide First Aid</i>      |
| <b>Signed</b>   |  |
| <b>Date</b>   |  |

## Things to consider:

- **Slips, trips and falls**  
Are there any surfaces that may be slippery, or objects that may cause people to trip?
- **Vehicles**  
How will you keep the public safe from moving vehicles? Will you have stewards to manage traffic? How will you keep entrances and exits clear?
- **Food and Drink**  
Is all food prepared to Food Standard Agency guidelines? Check out their advice here: [http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups/#.U6Q53\\_IdXTp](http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups/#.U6Q53_IdXTp)
- **Equipment and manual handling**  
Is all equipment safe to use? Do you need to provide training or safety protection (e.g. goggles, gloves) for any equipment?
- **Fire**  
What are the possible fire hazards? Are there sufficient fire exits? Do people know the procedure in event of a fire?
- **First Aid**  
Will there be a first aider on site? What materials will you need in your first aid kit? Will you need to hire an agency (e.g. Red Cross, St. John's Ambulance)?
- **Personal Wellbeing**  
How will you support participant's mental health? Will anyone be in a highly stressful or vulnerable position? Do participants have sufficient breaks and provisions (e.g. refreshments, shelter, sun-cream, etc.)
- **Money Handling**  
Will there be a safe place to count money? Will there be more than one person present when cash is counted? Who is responsible for the money? Will the money be kept in a secure place?
- **Weather**  
Do you have plans in place for rain, wind, snow, etc? Could anything become a hazard in the wind? Are all gazebos tightly secure?