# Risk Assessment Template

More information on managing events safely: <https://www.hse.gov.uk/event-safety/>

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| --- | --- |
| Name of Event |  |
| Venue |  |
| Date of Event |  |
| Name of Risk Assessor |  |
| Date of Risk Assessment |  |

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| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| ***Example****:**Slips, Trips and Falls* | *Staff and events attendees’ risk serious injury if they slip or trip, even on the level.* | *Floors in marquees and other structures laid by a competent person.*  *Steps, changes in level and other tripping hazards fenced if not used.* | *Regular inspections of the site.* | *Event Management*  *Contractors* | *Pre-event* |  |
| ***Example:*** *Manual Handling* | *Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.* | *All work involving manual handling*  *assessed on an individual task basis. Only trained staff involved in manual*  *handling.* | *Ensure new staff undertake manual handling training.* | *Event management* | *Pre-work start* |  |
| ***Example:*** *Covid-19* | *Staff and event attendees. Contracting or spreading of coronavirus by frequently touched surfaces.* | *Hand washing facilities with hot and cold water available on site.* | *Hand sanitiser available in marquees.*  *All surfaces to be cleaned regularly.* | *Event Management* | *During the event* |  |
| ***Example:*** *Bouncy Castles* | *The public risk serious injury if bouncy castles are defective or there is inadequate supervision.* | *Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.* | *Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.* | *Event Management* | *Pre and during event* |  |
| ***Example:*** *Collapse of structures* | *Workers and others risk serious, possibly fatal injury if fixed structures collapse.* | *Stages and marquees to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures.* | *There is a need to check weather forecast daily. Check with providers maximum wind speeds that structure can withstand safely. Make contingency plans.* | *Event Management*  *Contractors* | *Pre and during event* |  |
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