

Risk Assessment

Event name:

Date of event/activity:

Brief description of the event/activity:

What are the hazards?	Who may be harmed and how?	What are you doing to control this risk?	Is there anything else you need to do?	Responsibility	Action by when (dd/mm/yy)	Action completed (dd/mm/yy)
EXAMPLE Possible slips and trips	Any person attending or working at the event could slip or trip and injure themselves	Venue in good condition with good housekeeping has been chosen	Ensure venue is free from trip hazards on set up and any spillages (e.g. food/drink) can be cleaned up swiftly and safely	Event Manager	xx/xx/xx	xx/xx/xx

What are the hazards?	Who may be harmed and how?	What are you doing to control this risk?	Is there anything else you need to do?	Action by whom	Action by when (dd/mm/yy)	Action completed (dd/mm/yy)

Name:

Signature: