

Fundraising Event Risk Assessment

Name of assessor:

Date of risk assessment:

Event details and location:

Event date:

<p>What are the hazards?</p> <p>Spot hazards by:</p> <ul style="list-style-type: none"> •Walking around event venue •Asking others who work there what they think <p>Don't forget long-term health hazards</p>	<p>Groups at risk - who could be harmed</p> <p>Identify groups of people. Remember:</p> <ul style="list-style-type: none"> •Some supporters may have particular needs •Think about how your work affects others present •Say how the hazard could cause harm 	<p>What are we doing to prevent risk?</p> <p>List what is already in place to reduce the likelihood of harm or make any harm less serious</p>	<p>What further action is necessary?</p> <p>You need to make sure that you have reduced risks 'so far as is reasonably practical'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.</p>	<p>How will you put the assessment into action?</p> <p>Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.</p>		
				Actioned by whom	Action by when	Done

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