

Fundraising Event Risk Assessment

Name of assessor:

Date of risk assessment:

Event details and location:

Event date:

What are the hazards?	Groups at risk - who could be harmed	What are we doing to prevent risk?	What further action is necessary?	How will you put the assessment into action?		
Spot hazards by: •Walking around event venue •Asking others who work there what they think Don't forget long-term health hazards	Identify groups of people. Remember: •Some supporters may have particular needs •Think about how your work affects others present •Say how the hazard could cause harm	List what is already in place to reduce the likelihood of harm or make any harm less serious	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.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
				Actioned by whom	Action by when	Done

[illegible]