

Community Events Risk Assessment

Name of event		Name of event organiser	
Date of event		Name of risk assessor	
Venue address		Date of risk assessment	

This risk assessment is generic and the example hazards and effects have been produced as a guideline only.

Hazard and Effect	To Whom: Event Staff Venue Staff Public	Current risk rating (high, medium, low)	Minimise risk by:	Further action needed	Risk rating after action taken (high, medium, low)
<i>Slips, trips and falls</i>	<i>All staff and public</i>	<i>Medium</i>	<i>Keeping access areas clear at all times</i>	<i>Event organiser to walk site prior to event to ensure all areas are clear of hazards</i>	<i>Low</i>
<i>Physical hazards e.g. busy road, lake</i>	<i>All staff and public</i>	<i>Medium</i>	<i>Identifying hazards before event</i>	<i>Marshals placed at hazards and hazards cordoned off</i>	<i>Low</i>
<i>Back injuries from heavy lifting</i>	<i>All staff</i>	<i>Medium</i>	<i>Identifying objects which will be heavy to lift e.g. boxes of equipment</i>	<i>Staff to carry in pairs. Only lift item if comfortable in doing so.</i>	<i>Low</i>
<i>Weather e.g. high winds, strong sun</i>	<i>All staff and public</i>	<i>Medium</i>	<i>Ensuring adequate supply of water to prevent dehydration</i>	<i>Staff and public advised to bring suitable clothing to event</i>	<i>Low</i>

Hazard and Effect	To Whom: Event Staff Venue Staff Public	Current risk rating (high, medium, low)	Minimise risk by:	Further action needed	Risk rating after action taken (high, medium, low)
<i>Equipment & electrical failure</i>	<i>All staff and public</i>	<i>Medium</i>	<i>Ensuring all electrical equipment is in good state of repair</i>	<i>Visually inspect equipment on site</i>	<i>Low</i>
<i>First aid arrangements</i>	<i>All staff and public</i>	<i>Medium</i>	<i>Ensuring the first aid post is clearly visible at the event</i>	<i>Assess what first aid is required in consultation with venue owner and Red Cross/St Johns Ambulance</i>	<i>Low</i>
<i>Children and young people</i>	<i>Public</i>	<i>Medium</i>	<i>Assessing the site suitability for children and young people</i>	<i>Advise parents to be responsible for their children at all times</i>	<i>Low</i>
<i>Fire safety</i>	<i>All staff and public</i>	<i>High</i>	<i>Identifying any fire risks e.g. barbecues</i>	<i>Notify all staff and public of venue's evacuation procedure</i>	<i>Low</i>