

Sample Event Risk Assessment

This form is an **example** Event Risk Assessment Form, and is shown as a guide only.

This cannot replace your own risk assessment, which must be specific to your event, the participants and the location. For help in carrying out your own risk assessment see [How to create a risk assessment](#) or ask your local canal events co-ordinator.

Event: Sponsored Walk

Location: Tomnahurich Bridge – Dochgarroch Locks and return, Caledonian Canal

Date: 18 June 2011

Organiser: L. MacLeod

Organisation: Scottish Canals Appreciation Society

Review Date: 17 June 2012

Activity	Hazard	Who is at risk?	Level of risk?	Measures to be taken to reduce risk	Include in marshals' briefing? (✓)	Include in participants' briefing? (✓)	Revised level of risk?
			Low / Medium / High				Low / Medium / High
Setting up registration area	Manual handling	Event staff	Medium	Pack equipment in smaller boxes. Make sure staff know correct lifting method Make sure staff work together to lift heavy or awkward items.	✓	N/A	Low
Participants arriving / leaving site	Moving vehicles	Event staff Participants	Medium	Pre-event information and briefing to make everyone aware of traffic around car park and access road. Stewards in place to direct cars into car park and to direct participants away from car park into registration area.	✓	✓	Low
Participants arriving, registering and setting off on walk	Crowd management by canal	Event Staff Participants	Medium	Participant numbers set at manageable level. Stewards at start point to direct participants to set off in small groups, allowing time	✓	✓	Low

				<p>between each group.</p> <p>Bunting to act as safety barrier to guide participants safely on to and off lock gate walkways.</p>			
<p>Movement around site and walk along towpath</p>	<p>Slips, trips and falls</p>	<p>Event Staff Participants</p>	<p>Medium</p>	<p>Cover the following in pre-event information and in briefing:</p> <ul style="list-style-type: none"> ▪ wear appropriate footwear ▪ remain observant for trip hazards during the walk ▪ stay on the canal towpath / designated route ▪ take care when crossing the canal lock gates <p>Good housekeeping - ensure registration area is clear of boxes and gazebo ropes are tied down away from walkways.</p> <p>Postpone event if weather means the towpath is too muddy to allow safe event.</p>	<p>√</p>	<p>√</p>	<p>Low</p>
<p>Walk along towpath</p>	<p>Participants getting lost</p>	<p>Participants</p>	<p>Low</p>	<p>Stewards at designated points along route and at finish point to direct people as required.</p> <p>Steward to follow as back marker</p> <p>Collect participants' sponsorship forms as they register, stamp sponsorship forms on participants' return. Any forms not collected to be investigated.</p>	<p>√</p>	<p>√</p>	<p>Low</p>

Walk along towpath	Proximity to water	Event Staff Participants	Medium	<p>Briefing to remind participants and staff to stay on the towpath / designated route, away from the edge.</p> <p>Ensure that children are accompanied by an adult and kept under close supervision.</p> <p>Event stewards at designated points along route with throw ropes and mobile phones.</p> <p>First aider on call.</p> <p>Bunting to act as safety barrier to guide participants safely on to and off lock gate walkways.</p>	√	√	Low
Walk along towpath	Waterborne diseases	Event Staff Participants	Low	<p>Briefing to make participants and staff aware of Weil's Disease. (Low likelihood of this, however participants may wish to cover any cuts they have before arriving at the canal. After visiting the canal they should wash hands before eating / preparing food / smoking.)</p>	√	√	Low
Walk along towpath	Members of the public	Event Staff Participants	Low	<p>Briefing to make staff and participants aware that they may meet members of the public on the towpath / route, who may be walking, cycling or horse riding. Participants should give way where appropriate.</p>	√	√	Low
Walk along towpath	Dehydration and fatigue	Event Staff Participants	Low	<p>Pre-event info and briefing to make all aware that they should bring water / soft drinks and snacks with them.</p>	√	√	Low

				<p>Water available at finish point.</p> <p>Stewards have bottled water available at designated points along the route.</p> <p>First aider on call</p>			
Walk along towpath / outdoor event	Weather	Event Staff Participants	Low	<p>Pre-event information and briefing to ensure participants wear appropriate clothing / waterproofs / sun hat / sun block.</p> <p>Check local forecast in advance of event, postpone or cancel event if weather is bad.</p>	√	√	Low

Name of Assessor: Lucy MacLeod

Signature: *L MacLeod*

Date: 01 February 2011

Authorised by: A. Sample

Signature: *A. Sample*

Date: 01 February 2011