

Community Events Risk Assessment



Name of Event

Name of Event Organiser

Date of Event

Venue Address

Name of Risk Assessor

Date of Risk Assessment

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Hazard / Risk:	To Whom (Event Staff, Venue Staff, Public):	Current Risk Rating (High, Medium, Low):	Minimise Risk by:	Further Action needed:	New Risk Rating:
Slips, Trips and Falls	All staff and public		Keeping access areas clear at all times. Carrying out routine inspections and document the same.	Event organiser to walk site prior to the event to ensure all areas clear of hazards.	
Physical Hazards	All staff and public		Identifying hazards before event.	Marshals placed at hazards and hazards cordoned off.	
Manual Handling	All staff		Identifying objects which will be heavy to lift.	Staff to carry in pairs. Only lift item if comfortable to do so.	
Weather e.g. High Winds, Strong Sun	All staff and public		Ensuring adequate supply of water to prevent dehydration. Checking the weather forecast on the run up to the event.	Staff and public advised to bring suitable clothing to event.	
Equipment & Electrical Failure	All staff and public		Ensuring all electrical equipment is in good state of repair.	Visually inspect equipment on site.	
First Aid Arrangement	All staff and public		Ensuring that the first aid post is clearly visible at the event	Assess what first aid is required in consultation with Red Cross/St John Ambulance.	
Children & Young People	Public		Assessing the site suitability for children and young people.	Advise parents to be responsible for their children at all times.	
Disabled	Public		Assessing the site suitability for disabled persons.	Ensure signage adequate and clearly visible.	
Fire Safety	All staff and public		Identifying any fire risks e.g. fireworks, barbecues.	Notify all staff and public of venues evacuation procedures.	

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