**Event Risk Assessment Example Template**

**You may need more specialist advice when assessing risk from your crowd/spectators**

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| **Name of Event** |  | **Name of event organiser** |  |
| **Date of Event** |  | **Name of risk assessor** |  |
| **Venue Address** |  | **Date of risk assessment** |  |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and trips | Staff, organiser, and general public may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately. | All spills are cleared up immediately  Arrange for loose cables to be tided away. | All staff, supervisor to monitor  Manager | From now on  xx/xx/xx | xx/xx/xx  xx/xx/xx |
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