**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 immediatelyArrange for loose cables to be tided away. | All staff, supervisor to monitorManager | From now onxx/xx/xx | xx/xx/xxxx/xx/xx |
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