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| --- | --- | --- | --- | --- | --- | --- |
| **Event:** |  | | | | | |
| **Event Date:** |  | | **Start time:** |  | **Finish time:** |  |
| **Location:** |  | | | | | |
| **Assessment completed by:** | |  | | | | |
| **Date of assessment:** | |  | | | | |

**Risk Assessment**

**Risk Assessment**

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| **Hazard** | **Who might be harmed?** | **Risk control measures**  **(tick when completed or mark as Not Applicable - n/a)** | **Comments** |
| **Event coincides with another event** | Organisers, marshals, participants, spectators, members of the public | * Have you checked if another event is taking place on the same day, which could affect this event? |  |
| **Event occurs in a public place** | Organisers, marshals, participants, spectators, members of the public | * Have you obtained the correct permissions and licences (if necessary)? * Has the event been promoted to forewarn members of the public when and where it is happening? * Have participants been briefed on the need to be considerate of members of the public, and consider their own safety (e.g. don’t approach strangers or dogs)? * Has the site been left clean and tidy at the end of the event? |  |
| **Participants could get lost** | Participants | * Have you clearly marked the route? * Have participants been briefed on the route and supplied with a map if appropriate? * Do you have an appropriate number of marshals for the size of the event? * Are marshals easily identifiable (e.g. Wearing Hi-Viz)? * Do you have a check in / out system to ensure everyone is accounted for? * Do you have a lost person procedure in case someone does not check out at the end of the route? * Will children be supervised at all times by a parent or guardian? |  |

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| **Hazard** | **Who might be harmed?** | **Risk control measures (tick when completed or mark n/a)** | **Comments** |
| **Traffic** | Marshals, participants | * Is the route off-road as much as possible? * Where the route goes along roads, does it minimise the number of road crossings and junctions? |  |
| **Slips, trips and falls** | Marshals, participants, spectators | * Is the route as obstacle free as possible? * Have potential obstacles been identified and made safe? * Is the First Aid provision appropriate to the size of the event? Are you able to keep in touch with them by mobile phone? * Will participants be spaced out so that groups are not too big and hazards can be avoided more easily? |  |
| **Adverse weather conditions (either hot or cold)** | Organisers, marshals, participants, spectators | * Have participants been advised to wear appropriate clothing for the weather, and sunscreen if necessary? * Have participants been advised to bring liquid to hydrate themselves? * Is drinking water available at the event? * Is the First Aid provision appropriate to the size of the event? Are you able to keep in touch with them by mobile phone? * Is there a procedure to cancel or rearrange the event in the case of extreme weather? |  |