



**SMALL EVENT RISK ASSESSMENT FORM**

<b>What are you doing?</b>	
<b>Who is in charge?</b>	<b>Name:</b>
	<b>Contact Details:</b>
<b>Where and when are you doing it?</b>	
<b>Who is at risk?</b>	<b>Your Staff / visitors / children / public / contractors</b>

**What are the SIGNIFICANT hazards?**

Blocked pathways	<input type="checkbox"/> Slips & Trips issues	<input type="checkbox"/> Games & activities	<input type="checkbox"/> Others (please state):	<input type="checkbox"/>
Lost children	<input type="checkbox"/> Waste disposal	<input type="checkbox"/> Inflatables / bouncy castles		<input type="checkbox"/>
Food allergies	<input type="checkbox"/> Manual Handling Issues	<input type="checkbox"/> Fairground amusements		<input type="checkbox"/>
Child in distress	<input type="checkbox"/> Unloading issues	<input type="checkbox"/> Emergencies		<input type="checkbox"/>
Food / Food poisoning	<input type="checkbox"/> Hazardous substances	<input type="checkbox"/> Temporary structures		<input type="checkbox"/>
Cross contamination	<input type="checkbox"/> Weather	<input type="checkbox"/> Marquees		<input type="checkbox"/>
Gas cylinders	<input type="checkbox"/> Fire / Explosion	<input type="checkbox"/> Provision of toilets		<input type="checkbox"/>
Fuel storage	<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Violence / aggression		<input type="checkbox"/>
Electricity / generator	<input type="checkbox"/> First Aid	<input type="checkbox"/> Local concerns & objections		<input type="checkbox"/>
Need for water supply	<input type="checkbox"/> Mud on the road	<input type="checkbox"/> Music / load noise		<input type="checkbox"/>

How are you going to do it safely? If there is a significant hazard above, you need to say how you are going to control it. Please specify below.

- Ensure all staff are trained to carry out their responsibilities. Check machinery before use and make sure guards are in place
- Provide event management plan, emergency procedures, risk assessments and insurance details as relevant
- As the Event Organiser you will vet and manage event exhibitors and contractors by checking their insurance and risk assessments

Name of Person Completing Form: \_\_\_\_\_

PPE Required: (tick all that apply)

Date: \_\_\_\_\_

Hazard	Who might be harmed	Probability	Impact	Suggested Controls & Measures
Outbreak of Fire	All people at the event	Low	High	Always Have responsible people in charge & supervising. Ensured they are trained in fire evacuations. All fire exits clearly marked, accessible and unblocked. Volunteers briefed on fire exit routes and escape procedure. Fire extinguishers in place First-aid kit & first aider at event
Person taking ill / injured during the event	Person taken ill and those nearby	Medium	Medium	Venue organisers to make sure they have trained First Aiders available Trained First Aiders nearby. First Aid kit accessible. Event Manager trained in procedures to call emergency services.
Weather Rain /Wind	All people	Low	Medium	Provide shade for respite Evacuation procedure in place. Vigilante volunteer to carry out regular checks in communal areas, especially wet days.
Heat	All people	Low	Medium	Check weather forecast in advance Ensure use of hats, suncream, sunglasses Provision of ice blocks Provision of water at the event

Disruptive people in the event Gate crashing of the event	Event Attendees	Low	High	Event Manager trained in handling disruptive behaviour. Event volunteers briefed. Volunteer to stand at entrance to ensure children are accompanied by an adult. Event Manager to brief volunteers on handling gatecrashers. Brief local police of event in advance and notify community marshals about the event. Call the police.
Theft of personal effects from event attendees	Event attendees	Medium	Medium	Individuals are responsible for their own personal effects.
Loose cables posing a hazard	Attendees and staff accessing / using that room / space	Medium	High	Tape down cables with cable protectors. Cable runs to be hidden and under the floor where appropriate. Event Manager and Site Manager to take necessary precautions to ensure this hazard is minimised.
Slip Hazard on wet floors in indoor communal areas	Event Attendees, (Fractures, bruising and concussion)	Medium	High	Vigilante volunteer to carry out regular checks in communal areas, especially wet days. Slippery surface notices available. Volunteers trained in procedures to call emergency services.
General trip hazards (bags, boxes and other obstructions)	All people at event	Medium	Low	Volunteers to check all areas for trip hazards before the attendees are admitted to the event and to maintain a vigilant approach to keep trip hazards under control during the event.
Overcrowding	All people at event	Low/ Medium	Low/ Medium	Volunteer are to be trained in crowd control and management. Attend to participants in groups.
Lost Children/child in distress	All people at event	Low	Low	Parents and carers are responsible for their children at all times. Allocate a 'lost and found' designated area that is clearly marked.

				Minimum of two volunteers in attendance to ensure no child is left alone with one person. Any volunteer who finds a lost child must report to Event Manager and who will then take the appropriate action.
Games & activities	All participants	Low	Medium	Have a responsible but fun person to supervise formal games & activities Section off an area for games & activities, maybe a grass verge Make sure that people taking part in activity are well briefed all relevant safety equipment and instructions Follow the instructions!
Lone Working	Volunteers working at a service point outside the main event area.	Low	Medium	Ensure no one volunteer is left alone at a service point beyond 100 metres of the main event. Have event managers number on speed dial. Use walkie talkies for swift emergency contact.

IS THE RISK AFTER THE CONTROL MEASURES: HIGH / MED / LOW ?

