Site Name Date

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Example Below
Instructions for Use: Please remove this section once you have completed the assessment as this is guidance for completing the assessment.

Risk	**Events/specified event**

What are the hazards?	**Who might be harmed and how?**	**What are you already doing (existing Control Measures)?**	**Do you need to do anything else to manage this risk (Additional Control Measures)?**	**Action by whom?**	**Action by when?**	**Done**
Emergency situations – injuries	*Any site user at the event may suffer an injury due to the activities taking part* *Potential for activities to cause a fire (particular concern for indoor events)*	*Responsible person appointed to manage the running of the event and decide on emergency procedures* *Trained first aiders appointed to attend the event to provide cover* *Event marshals appointed to supervise the running of the event*	*Coning off of access routes for emergency services*	*Setting up staff*	***/**/***	

Site Name Date

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Emergency situations – injuries						
Fire (both intentional and unintentional, e.g. Bonfires, Barbeques) – heat, flames, fumes						
Slips and trips – activities creating slippery surfaces, or introducing new trip hazards						
Faulty equipment -						
Traffic -						

Site Name Date

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Incorrectly used equipment -						
Inclement weather -						
Particular hazards caused by activity -						
Stage						
External doors unmanned						
Public Footpath						

Site Name Date

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Play Equipment on field						
Add any additional risks for hire event						

Risk Assessor	Signature	Date
Responsible Manager	Signature	Date

Date Reviewed	Signature	Role

Site Name Date

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status Imminent High Medium Low Very low	Action required	Person Responsible	Target Date	Date of Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date