# Event Risk Assessment

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| **Event Name:** |  | **Date:** |  | **Venue:** |  |

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| **Activity/Area of Concern** | **Hazards Identified** | **Persons at Risk** | **Risk****(H,M,L)** | **Actions to be taken to minimise each risk** | **Result**  |
| Setting up -Manual Handling | Injury  | Staff/Volunteers | High | All Staff/Volunteers who are setting up are trained for manual handling and reminded to lift correctly and not forced to lift anything they believe they cannot handle. | Adequately controlled |
| Cabling | Tripping | Everyone | Medium | All cabling to be clipped to railings or taped down and marked with warning signs where necessary. | Adequately controlled |
| Catering | Fire | Everyone | High | Fire extinguishers &/or blankets to be held by all catering and stalls where appropriate. JHC also brings x2 fire extinguishers on site. If there were a fire we would call 999. | Adequately controlled |
| Adverse Weather | Cancelation | Everyone | Low | The events team will decide if the event is safe enough to go ahead the week prior and will monitor this up until the event. In the case of the weather being bad the event will be cancelled and team will be contacted via email/phone/social media. | Adequately controlled |