**EVENT RISK ASSESSMENT TEMPLATE**

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| **Event Name:** | **Dates:** | **Venue:** |
| **Risk Assessment undertaken by:** **(Print Name)** | **Event Organiser/Show Manager:****(Print Name)** | **Distribution****e.g.****Event/Show Management Team****Production Manager/Team****Contractors****Venue****Safety Advisory Group** |
| **Signed:** | **Signed:** |
| **Date:** | **Date:** |

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| Probability (P) | Severity (S) | Calculation of Risk (R) | Action Level |
| 5 = > Almost inevitable4 = Very Likely3 = Likely2 = Unlikely1 = < Very Unlikely | 5 = Multi death or very serious injury4 = Single death or very serious injury3 = RIDDOR major injury2 = Absence from work for 7 days1 = Minor/First Aid  | Prob |

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| 5 | 5.M | 10.H | 15.H | 20.H | 25.H |
| 4 | 4.L | 8.H | 12.H | 16.H | 20.H |
| 3 | 3.L | 6.M | 9.H | 12.H | 15.H |
| 2 | 2.L | 4.L | 6.M | 8.H | 10.H |
| 1 | 1.L | 2.L | 3.L | 4.L | 5.M |
|  | 1 | 2 | 3 | 4 | 5 |

Severity | LOW – No action requiredMED – Justify / review regularly (each event day)HIGH = immediate action / further controls needed |

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| **Scope of Risk Assessment:** |
| This risk assessment covers <event name> from <insert date & time> to <insert date & time> |
| **Visitor Profile** |
| * Age Range of attendees
* Alcohol consumption – high / moderate / low
* Likelihood of some drug use – yes / no
* % Children
* % Disabled and/or new and expectant mothers
* Busiest times
* Average attendance levels
 |
| **Show Profile** |
| * Visitor capacity at any one time
* Details of any after event/show events
* Extent to which the event/show is likely to be vulnerable to terrorist attack or protest?
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| **Hazards** | **Consequences** | **Who is at Risk?** | **P x S = R** | **Controls** | **P x S = R** **Action Level** |
| **Identify Hazards**Identify hazards at the event, in the venue/rooms and in the surrounding area that could reasonably be expected to result in significant harm | **What could result from the hazard?**Describe the type of injury then categorise as follows:**First Aid injury –** minor cuts, **sprains**, bruises, etc…**7-day absence from work** – broken fingers, toes, sprained tendons, muscles, illness (tiredness, stress, gastric, etc…)**Serious injury –** head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible**Death or very serious injury to one person –** Loss of limb, paralysis or life changing injury which full recovery is unlikely**Death or very serious injury to more than one person.** | **Who might be harmed?*** Organiser’s staff
* Venue staff
* Visitors
* Exhibitors
* Contractors
* Young / new inexperienced staff
* Disabled people
* Children
* New & Expectant mothers
* Elderly visitors
 | **Risk**P = ProbabilityS = SeverityR = Risk levelP x S = R | **Is the risk adequately controlled?**Consider hierarchy of controls:* Eliminate
* Substitute
* Reduce
* Isolate
* Control
* PPE
* Discipline

Do the controls…..* Meet legal requirements?
* Represent best practice?
* Reduce risk as far as is reasonably practicable?
* Comply with industry standards?
 | **What is the residual risk?****Action Level**H = High - immediate action requiredM = Medium - justify and review regularly (each event day)L = Low - no further action requiredSee table footer |

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| **Hazards** | **Consequences** | **Who is at risk?** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R**  | **Action level** |
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**Risks to be monitored regularly/each day as follows:**

(These will normally be those risks rated Medium and High after controls are in place)

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| **Hazard** | **Monitored by:** | **Frequency:** |
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**Notes:**