

Assessing the risk at your event

This form is designed to help you think about the aspects of your event which may involve a level of risk, what accidents could happen and how you help prevent them.

Take your time to think about all possible hazards at your event – anything that could cause harm to anyone. It is best to start right at the beginning of the event. Setting up and closing down an event is often more hazardous than the event as the machinery, structures and vehicles arrive and leave the event site.

Then think about, for example, crowd management, cooking equipment and possible fire, animals, moving vehicles or children’s amusements like roundabout rides.

Responsibility for ensuring the safety of those employed at, and attending, the event is entirely yours.

Using the form attached please compile a comprehensive Risk Assessment of your event.

An example (below) is shown to help you, but if you have any concerns or require further assistance please contact Arthur Atkins 01303 853242

Hazard e.g. machinery, electrical equipment, fuel, vehicles, structures, crowds.	What could go wrong?	Who is likely to be injured from these items?	How are you going to reduce the possibility of someone being injured from these items?	Do you think anything else could or should be done?
Generator Petrol.	Fire, Explosion, Skin re-action to chemicals.	Event Employees. Members of the public.	Fuel to be stored safely. Only trained personnel to use equipment. Protective clothing to be issued.	Could have a member of staff to supervise generator at all times.
Crowds.	Crushing.	Any person at event.	Design layout of event to reduce concentration of people in anyone place.	Stewarding – volunteers or professional company.

Shepway Event Risk Assessment Form

Name of event:		Date of event:		Date of Assessment:	
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Event venue:		Assessor:		Page Number:	Sheet: _____ of: _____.
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Signed:		Name:		Date:	
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