

RISK ASSESSMENT

We recommend that you carry out a risk assessment before any event to ensure you have considered public safety. The Health and Safety Executive (HSE) say a Risk Assessment is a careful examination of what could cause harm to people. It enables you to weigh up whether you have taken enough precautions to prevent these risks during your event.

We suggest that you carry out a risk assessment in the early stages of planning your event, so that you can make sure you consider everything you may need to prevent risk and harm.

you highlighted. You may also have new risks at this point that will need to be added. We have started you off with an example so that you can see how to complete the template.

Carry a second risk assessment out closer to the time of the event, and see whether you have done enough to control the original risks

If you want further information about how to carry out a risk assessment you can check out the HSE website: [hse.gov.uk/risk](https://www.hse.gov.uk/risk)



Event name:

Date of assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Risk Rating (low, medium, High)	Action by who?	Action by when?	Date completed
<i>E.g: Food allergies</i>	<i>Event attendees and volunteers. They may have an allergic reaction.</i>	<i>RSVP asks for them to inform us in advance of allergies and requirements</i>	<i>Clearly label all food with ingredients</i>	<i>Low</i>	<i>The catering volunteers overseen by xxx</i>	<i>Date of event xx/xx/xx</i>	<i>xx/xx/xx</i>

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Risk Rating (low, medium, High)	Action by who?	Action by when?	Date completed