

**EVENT EXAMPLE RISK ASSESSMENT TEMPLATE**

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| ***Event Name*** | **Date(s):** | **Venue:** |
| **Risk assessment undertaken by:**  **Name:**  **Signed:**  **Date:** | **References and other relevant information:**  E.g. Emergency Provisions / Competency requirements.  A guide to health, safety and welfare at music and similar events (The Purple Guide)  HSE Event Safety Guide. | **Risk Assessment Distribution:**  ***e.g.***   * ***Event Management Team*** * ***Security*** * ***Floor Managers*** * ***Contractors*** * ***Venue*** * ***External Organisations*** |

**Scope of Risk Assessment:**

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| This risk assessment covers <event name> from <insert date & time> to <insert date & time> |

**Venue/Location Profile:**

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| * Type of venue |

**Visitor Profile:**

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| * Age range of attendees * Alcohol consumption high / moderate / low * Likelihood of some drug use – yes / no * % Children * % Disabled /new and expectant mothers * Busiest times * Average attendance |

**Show Profile:**

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| * Visitor capacity at any one time: * Details of after show events: * Extent to which the show is likely to be vulnerable to terrorist attack or protest? |

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| **Hazards** | **Consequences** | **Who is at Risk** | **P** | **xS** | **=R** | **Controls** | **PxS=R** | **Action Level** |
| **Identify Hazards**  Identify hazards in the halls/rooms and on the perimeter roads 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:  **Trivial** **injury not requiring treatment –** minor cuts and bruises  **Minor injury requiring treatment** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  **Major injury not life changing** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.  **Death or very serious life changing injury to one person -** Loss of limb, paralysis or life changing injury from which full recovery is unlikely.  **Death or very serious life changing injury to more than one person** | **Who might be harmed?**   * Organiser’s staff * Venue staff * Visitors * Exhibitors * Contractors * Young/new inexperienced staff * Disabled * Children * New and expectant mothers * Elderly visitors | **Risk**  P = Probability  S = Severity  R = Risk level  P 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 required  M = Medium, Justify and review each event day  L = Low, no further action required  See table in footer | | |

| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Actn Lvl** |
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**Risks to be monitored each day as follows: (**These will normally be those risks rated Medium after controls are in place)

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