**Risk Assessment EXAMPLE**

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| **Event: Charity Event** | | | | | |
| **Identified Hazards** | **Persons at risk** | **Risk** | **Measures required to control risk** | **Action taken by** | **Date complete and signature** |
| Slips, trips and falls | Visiting Public  Event Organiser  Event staff  Volunteers | Low | Trailing leads checked and covered | JB | 25/12/1999 |
| Food poisoning | Visiting Public  Event Organiser  Event staff  Volunteers | Medium | All food to be sold by traders with a rating of 3 or above on hhtps://ratings.food.gov.uk |  |  |
| Vehicular movements  (Charity display vehicle). | General Public  Visiting Public  Event Organiser  Volunteers | High | Careful supervision of movement on and off site.  Vehicle in neutral with brakes applied |  |  |
| Manual handling activities | Event organiser  Event staff  Volunteers | Low | All staff and volunteers are trained how to lift  properly.  Smaller loads per carry.  Trolley available for moving items  Walkways kept clear. |  |  |
| High noise levels  (Band playing). | Event Organiser  Event staff  Volunteers | Low | Limit time exposed to noise  Consideration of noise levels and local residents |  |  |
| Crowd intensity, movement, and pinch points (visitors to the area and proximity to road) | Event organiser  Event staff  Volunteers  Visiting Public | High | Manage arrival and entry to the venue or site (eg access routes, queuing space and entrances)  manage onsite/venue circulation of crowds (eg attractions, food stalls etc.  emergency exits provided  minimise onsite traffic |  |  |
| Money handling | Event organiser  Event staff  Volunteers | Low | Lockable money tin  Staff trained not to resist a robbery |  |  |
| **Name of Assessor (print)** |  | | | | |
| **Signature** |  | | | | |
| **Date** |  | | | | |