**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 PublicEvent OrganiserEvent staffVolunteers | Low | Trailing leads checked and covered | JB | 25/12/1999 |
| Food poisoning | Visiting PublicEvent OrganiserEvent staffVolunteers | 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 PublicVisiting PublicEvent OrganiserVolunteers | High | Careful supervision of movement on and off site.Vehicle in neutral with brakes applied |  |  |
| Manual handling activities  | Event organiserEvent staffVolunteers | Low | All staff and volunteers are trained how to liftproperly.Smaller loads per carry.Trolley available for moving itemsWalkways kept clear. |  |  |
| High noise levels (Band playing).  | Event OrganiserEvent staffVolunteers | Low | Limit time exposed to noiseConsideration of noise levels and local residents |  |  |
| Crowd intensity, movement, and pinch points (visitors to the area and proximity to road) | Event organiserEvent staffVolunteersVisiting 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 providedminimise onsite traffic |  |  |
| Money handling  | Event organiserEvent staffVolunteers | Low | Lockable money tinStaff trained not to resist a robbery |  |  |
| **Name of Assessor (print)** |  |
| **Signature** |  |
| **Date** |  |