Event Risk Assessment

Risk assessment for an event: venue, attendance, crowd, weather, food, first aid, emergency plan and hazards.

Event

Event name *	
Venue *	
Event date *	_____ / _____ / _____
Start time	_____ : _____
End time	_____ : _____
Expected attendance *	
Event organiser *	
Event features	

Arrangements

Item	Yes	No	N/A
First aid provision arranged *	☐	☐	☐
Emergency and evacuation plan in place *	☐	☐	☐
Stewarding adequate *	☐	☐	☐
Lost child / vulnerable person procedure *	☐	☐	☐
Weather contingency plan *	☐	☐	☐
Licences and permissions obtained *	☐	☐	☐
Insurance in place *	☐	☐	☐
Toilets and welfare adequate *	☐	☐	☐
Accessibility considered *	☐	☐	☐

Hazards

Hazard *	Who might be harmed *	Control measures *	Residual risk *	Responsible person

Hazard *	Who might be harmed *	Control measures *	Residual risk *	Responsible person

Sign-off

Additional comments	
Assessor name *	
Assessor signature *	
Date signed *	_____ / _____ / _____

* Required