



## Risk Assessment Template

### Guidance

#### **What is a Risk Assessment and why do you have to complete one?**

A risk assessment allows you to consider whether you have taken the correct precautions to protect yourself, your staff, participants, general public and/or property from any harm befalling them/it as a result of your activity.

The purpose of a risk assessment is to make sure as far as possible that no one or nothing gets hurt or damaged as a result of your event, promotion or filming/photography.

#### **What do I have to do?**

You will need to assess your activity and:

1. Identify any hazards/risks *example- weather*
2. Identify who might be at risk *example - event participants*
3. Evaluate the specific effects of the hazard *example – High winds lead to structures becoming unstable*
4. Highlight the measures to minimise risk *example – all structures will be adequately weighted and removed in high winds*

**Things to remember**

A lot of the time your activity may be low risk, however there will always be some risks to consider so please always complete the assessment. Think about things that you are doing already - often you are taking steps to minimise risk naturally without even thinking about it.

**Things to consider**

We have outlined some of the common hazards that effect outdoor events as a starting point for you.

- Weather
- Crowds
- Dealing with members of the public
- Fire
- Vehicles
- Water
- Heavy Lifting
- Cash handling
- Children/Young People
- noise

**Risk Assessment Template**

<b>Event/Filming Name:</b>		<b>Description of Activity:</b>	
<b>Name of person completing assessment:</b>		<b>Date completed:</b>	<b>Review Date:</b>
		<b>Signature:</b>	
<b>Hazard</b>	<b>Who is at Risk?</b>	<b>Main Risk Identified</b>	<b>Measures in place to minimise risk</b>

