

RISK ASSESSMENT

We highly recommend that you seek insurance advice and carry out a risk assessment in advance of your event. This will help you to identify any potential hazards in advance and how you can minimise the risks involved.

We hope the template below will be of help to you.

Event Title:

Event Date:

Organiser:

Risk Assessment Completed By:

Date:

Venue:

Potential Hazards	Who is likely to be at risk?	What is the likely risk/harm?	What is the degree of risk (Low, Medium, High) (See Assessing Risk Matrix)	How are you going to reduce the risk?	Any further action required to reduce or monitor risk?

It is entirely your responsibility to ensure the safety of all those involved and in attendance at your event.