

Event Risk Assessment

A risk assessment is a careful examination of what at your event could cause harm to people, so you can decide whether you have taken enough precautions or need additional measures. This form helps document who might be harmed and how, what controls are in place, any further actions needed, and who will carry them out and when. Consider all phases of your event – setup, the event itself, and teardown – and common risk areas (e.g. crowd control, safe access/egress, fire safety, severe weather) when identifying hazards.

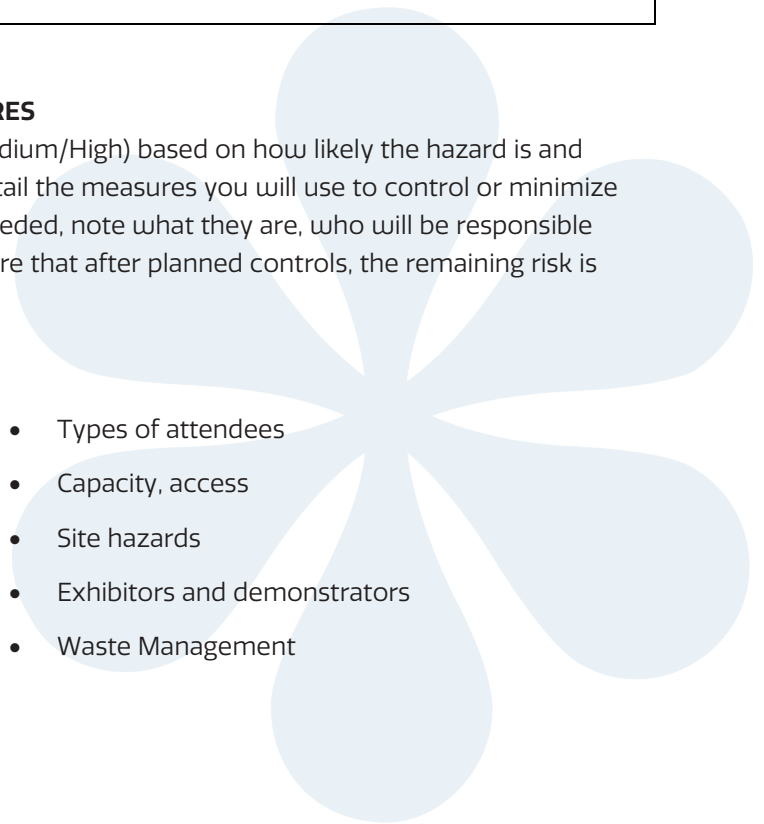
Event Details
Event Name:
Event Date(s):
Event Location:
Organizing Group/Organizer:
Risk Assessment Prepared By:
Date of Assessment:

IDENTIFIED HAZARDS AND MITIGATION MEASURES

Assess each identified hazard's risk level (Low/Medium/High) based on how likely the hazard is and how severe the potential harm could be. Then detail the measures you will use to control or minimize the risk. If additional actions or precautions are needed, note what they are, who will be responsible for them, and by when they should be done. Ensure that after planned controls, the remaining risk is as low as reasonably possible.

Risk assessment, things to consider:

- Type of event
- Crowd control
- Health and safety issues
- Provision of first aid
- Structures
- Types of attendees
- Capacity, access
- Site hazards
- Exhibitors and demonstrators
- Waste Management



Examples of potential hazards or harmful situations:

- Slippery ground – slip/fall
- Potential threats of violence
- Heat exposure
- Crowd intensity and pinch points
- High noise levels
- Unauthorized access, unruly crowds
- Food borne illnesses, allergic reactions
- Moving parts of machinery
- Security incidents
- Traffic control

The following Risk Assessment Form intends to provide Local Authorities, event organizers, and participants involved in a Major Planned Event, a starting point to assess risks, identify potential hazards, and impacts.

Hazard (Potential Harm)	People at Risk	Risk Level (L/M/H)	Control Measures (Existing)	Further Actions (Who & When)
<i>Ex: Wet weather (slippery ground – slip/fall) – electrical hazards.</i>	<i>Ex. Attendees, staff</i>	<i>Ex: M</i>	<i>Ex. non-slip mats at venue, electrical cables covered</i>	<i>Ex. Monitor and dry wet areas as needed</i>