

# EVENT PLANNING: RISK ASSESSMENT



EVENT/ACTIVITY		VENUE		DATE			
Hazards Identified	Persons at Risk	Level of Risk	Control measures already in place	Are these adequate	What further action is necessary to control the risk	Time scale	Completed YES/NO
Identify which parts of the activity are hazardous?	Members, participants, spectators etc etc	high, medium or low risk ?	What controls are already in place to minimise risk		What will need to be put in place to ensure that this hazard and risk does not result in accident and injury?	This should relate to the event date	

**Please send a copy of this form to your BDE together with your estimate & approvals form  
The assessment should be kept under review, before, and at the start of, the event.**