**RISK ASSESSMENT FORM FOR PUBLIC EVENTS/ EVENTS ORGANISED WITH FRIENDS GROUPS:**

**Site: Date of activity:**

**Activity Title: Location:**

**Assessor: Date of Assessment:**

**Part 1:Persons exposed to risk** (add additional categories if required). Tick as appropriate

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employees |  | Young Persons |  | Trespassers |  |  |  |
| Contractors |  | Visitors |  | Volunteers |  |  |  |

**Part 2:Brief description of event** (to include activities, intended audience, numbers attending)

**Part 3: Please fill in Risk Assessment Table overleaf**

**Part 4:** I accept the details of the assessment and will ensure that the risk control measures that have been identified, and any actions needed are acted upon.

Officer (Print Name) :………………………………………… Signature ………………………………………………………..

Manager (Print Name): ……………………………………… Signature………………………………………………………

Date:…………………………………………………………..

## Part 3: Risk Assessment Table

**How to use the table** – Complete all fields, even if marked not applicable. Add additional hazards if applicable to the event.

**Measuring Risk (use for columns 3 and 5)** –Very High (multiple incidents), High (incident likely), Medium (incident possible), Low ( incident unlikely), Very Low (incident very unlikely )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Hazard identified** | **2. Person(s) at risk of harm** | **3. Existing level of serious harm** Very High, High, Medium, Low, Very low | **4. Control Measures to be used** | **5. Final Level of serious harm**Very High, High, Medium, Low, Very low |
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