**Event Risk Assessment**

| ***Insert Logo Here*** |
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| **Activity:** |
| **Hazard** | **Who might be harmed?** | **Existing controls**What makes the hazard less likely?What makes these controls effective? | **Further actions** Further actions required to reduce residual risk  | **Action required by** | **Completion Date** |
| **Public** | **Employee** | **Contractors** |
| Slips and trips |  |  |  | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, e.g. on spills. Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitorManager |  |
| Inflatables  |  |  |  | The item will be switched off in heavy rain and is not permitted to run in strong winds over 24mph. This risk must be used in conjunction with the adverse –weather- document.An anemometer will be used to determine the wind speed. Inflatable will be taken down if wind gusts are to reach over 24mph (monitor MET forecast). | None required.  | Contractor staff  |  |
| Temporary structures  |  |  |  | Weights and anchor points have been purchased to hold down marquee.  | None required. | Contractor staff  |  |
| Lost child policy  |  |  |  |  |  | Event Staff / Manager / Security Team  |  |
| Adverse weather  |  |  |  | Rain, snow or fog; high winds; flooding; thunder and lightning; extreme cold or heat. | Time of year to be considered in relation to type of event; contingency arrangements in case of adverse weather e.g. alternative sites, cancellation of event  | Event Manager Contractor  |  |
| Spread ofCovid-19Coronavirus |  |  |  | Handwashing, cleaning | Provision of hand sanitiser |  |  |
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| **Approved by:** | **Signature:** | **Date:** |

*Note: This is not an exhaustive list and only to be used for guidance. You should add, or remove risks, which are appropriate for your event.*