**General Risk Assessment**

**Name and location of event: Approved by:**

**Date and times of event: Position:**

**Name and position of assessor: Date:**

**Date of assessment:**

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| **What are the hazards?** | **Who might be harmed and how?** | **Risk rating**  **High / Medium** | **What are you doing already?** | **What further action is needed?** | **By whom** | **By when** | **Done** |
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**Notes**

Risk assessment is the process were you consider **what** could go wrong, the **severity** of it going wrong and how you might reduce or remove that risk.

This can become a daunting process but in relation to your event the follow considerations are a good place to start.

1. Drivers ignoring your closure signs. Reduce the risk by making the signs clear, well lit and across the full width of the road. Have the closure monitored by a responsible adult, in high visibility jacket, who can allow access if necessary (remember you are not authorised to direct traffic on the public road). Have a sterile area inside the signs to allow for incursions.
2. Bad weather.
3. Plastic Vs glass containers.
4. How you deal with gatecrashers.
5. Trip hazards.
6. Electrical supply.
7. BBQ/food safety

This is by no means an exhaustive list and it is expected that this will be expanded on and tailored for each individual event. Look at your site with a jaundiced eye for a few minutes and think about what could go wrong. Consideration and planning now will avoid most problems and mean you can **have an enjoyable day**.