



Event Risk Assessment Template

Description of event / activity:

Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control risk?	Action by who?	Action by when?	Done
EXAMPLE Slip and trips	Participant in a sponsored walk may trip over a tree root and suffer injury.	Use signage to warn participants of hazards. Use marshals to direct participants away from trees. First aid on site to treat injuries.	Event organiser to ensure all marshals are in place on the day.	Event Manger	XXXXXX	XXXXXX

Name:

Signature: