

Notes to Accompany Risk Assessment Form

1. **Date of Event** – Insert date(s) that activities will take place, include setting up, clearing up activities.
2. **Type of Event** - Insert brief summary of event e.g. garden party, dinner dance etc.
3. **Location** – Insert details of exact location of event and address if relevant.
4. **Assessed By** – Insert name and signature of the assessor and the date the assessment form is completed.
5. **Validated By** – Insert the name and signature of someone in a position to validate that the assessment has correctly identified hazards and addressed the risks e.g. line manager.
6. **Assessment Review Date** – Insert details of when the assessment will be reviewed as a matter of routine. Any assessment must be reviewed if there are any significant changes to the activity, location, people at risk etc.
7. **Activity** – Describe each separate activity involved in the event e.g. heavy lifting, use of electrical equipment, moving vehicles etc.
8. **Hazard** – For each activity list the hazards. The same activity may have more than one hazard associated with it.
9. **Person(s) at Risk** – Insert everyone who might be affected by the activity.
10. **Existing Measures to Control the Risk** – List all the measures that already mitigate the risk e.g. restrictive access and list actions taken to control the risk e.g. use of barriers to restrict access.
11. **Risk Rating** – Rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious the harm might be.

The risk is **LOW** if it is most unlikely that harm would arise under the controlled conditions listed and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** if it is more likely that harm might occur and the outcome could be more serious e.g. minor physical injury.

The risk is **HIGH** if injury is likely to occur e.g. there have been previous incidents and that injury might be serious e.g. trip to hospital, broken bones, loss of consciousness.

12. **Result** – Assign a number or rating to each risk as follows;-

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard but that in particular circumstances, the risk is insignificant.

A = adequately controlled, no further action is necessary. Use when your control measures conclude the risk is low.

N = not adequately controlled, actions required. When the risk has been identified as medium or high an action plan is required. The plan should list the actions necessary, who they are carried out by, a date for completing the actions, assessors signature to sign off that the actions have been satisfactorily completed.

U = unable to decide, further information required. Use this designation if the assessor is unable to complete any of the boxes for any reason.

For T and A results, the assessment is complete.

For N and U results, more work is required before the assessment can be signed off.

NOTE: Review the risk assessment after the event and ensure any changes are implemented at the next event.

If using an external venue you may have to complete their risk assessment form but should also complete this form as well.

If using an external venue you should check which party is liable for each risk and that public liability insurance cover is gained by the relevant party.