**EVENT RISK ASSESSMENT TEMPLATE**

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| **Event/Party Name:** | **Location:** | **Date of party** |
| **Risk Assessment undertaken by:** **(Print Name)** | **Signed:** |  |
| **Date:** |

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| **Hazards** | **Consequences** | **Who is at Risk?** | **Controls** |
| **Identify Hazards**Identify hazards and challenges you may encounter for the party and surrounding area that may cause harm or nuisance | **What could result from the hazard?****Injuries** (from ‘minor’ requiring first up to ‘serious’ requiring immediate medical attention)E.g. minor cuts, bruises, sprains or broken bones, concussions, allergic reactions, electric shocks, long term complications or risk to life. | **Who might be harmed?*** Residents and visitors
* Passing public
* Disabled people
* Children
* New & Expectant mothers
* Elderly visitors
* Those with allergens or food sensitivities
 | **Is the risk adequately controlled?**Consider hierarchy of controls:* Eliminate
* Substitute
* Reduce
* Isolate
* Control
* PPE
* Discipline

Do the controls…..* Meet legal requirements?
* Represent best practice?
* Reduce risk as far as is reasonably practicable?

Comply with industry standards?* Do any of the residents or those attending have knowledge or skills that would be useful in managing the activity e.g. First Aid/medical
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| **Hazards** | **Consequences** | **Who is at Risk?** | **Controls** |
| **Identify Hazards**Identify hazards at the event, in the venue/rooms and in the surrounding area that could reasonably be expected to result in significant harm E.g* Vehicle movements and collision with people.
* Injuries from slipping or tripping over.
* Litter/waste or equipment on road which would cause an obstruction or traffic once party is over.
* Medical risks including allergic reactions
 | **What could result from the hazard?**Describe the type of injury then categorise as follows:**First Aid injury –** minor cuts, **sprains**, bruises, etc…**7-day absence from work** – broken fingers, toes, sprained tendons, muscles, illness (tiredness, stress, gastric, etc…)**Serious injury –** head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible**Death or very serious injury to one person –** Loss of limb, paralysis or life changing injury which full recovery is unlikely**Death or very serious injury to more than one person.** | **Who might be harmed?*** Residents and visitors
* Passing public
* Disabled people
* Children
* New & Expectant mothers
* Elderly visitors
* Those with allergens or other sensitivities
 | **Is the risk adequately controlled?**Consider hierarchy of controls:* Eliminate
* Substitute
* Reduce
* Isolate
* Control
* PPE
* Discipline
* Does anyone attending have experience of organising an event of some sort who could help (including completing a risk assessment)?
* Do the control measures represent best and safe practice, and are they legal?
* Does anyone attending have First Aid/medical skills and can you call on their help quickly?
* Is there a safer or easier alternative to the cause of the identified risk?
* If there are children present, will they be with a known adult?
* Has food been safely prepared?
* Has everyone attending made any medical/health issues known which may require attention or risk reduction?
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| **Hazards** | **Consequences** | **Who is at risk?** | **Controls** | **Who is responsible for this** |
| *Vehicle movements while people and tables/chairs are in the road* | *Injury/death**Obstruction to traffic* | *Residents/passing public* | * *Close roads at all access points with appropriate signage and barriers as per agreed plan with Westminster City Council.*
* *Advise all residents of closure and ask them not to drive their cars during the party*
 | *Applicant for party* |
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