**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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