**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 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 and categorise the injury 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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