**EVENT RISK ASSESSMENT TEMPLATE (v16-1)**

|  |  |  |
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| *(insert show logo here)*Click or tap here to enter text. | **Tenancy Dates:** Click or tap here to enter text.**Flyer:** Click or tap here to enter text.**Build up:** Click or tap here to enter text.**Open:** Click or tap here to enter text.**Break down:** Click or tap here to enter text. | **Venue:** Click or tap here to enter text. |
| **Halls in use:** Click or tap here to enter text. |
| **Rooms in use:** Click or tap here to enter text. |
| **Risk assessment undertaken by:** Click or tap here to enter text. | **Event Director:** Click or tap here to enter text. | **Distribution:** Click or tap here to enter text.***e.g.**** ***Event Management Team***
* ***Floor Managers***
* ***Contractors***
* ***Venue***
 |
| **Signed:** Click or tap here to enter text.**Date:** Click or tap here to enter text. | **Signed:** Click or tap here to enter text.**Date:** Click or tap here to enter text. |

**Scope of Risk Assessment:**

|  |
| --- |
| Click or tap here to enter text.This assessment covers… from…to… |

**Venue/Location Profile:**

|  |
| --- |
| Click or tap here to enter text.* Type of venue
 |

**Visitor Profile:**

|  |
| --- |
| Click or tap here to enter text.* Age range
* Alcohol consumption high/moderate/low
* Likelihood of some drug use yes/no
* % Children
* % Disabled/new and expectant mothers
* Busiest times
* Average attendance
 |

**Show Profile:**

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| Click or tap here to enter text.* Visitor capacity at any one time
* Details of after show events
* Extent to which the show is likely to be vulnerable to terrorist attack or protest?
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| **Hazards** | **Consequences** | **Who is at Risk** | **P** | **xS** | **=R** | **Controls** | **PxS=R** | **Action Level** |
| **Identify Hazards**Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm  | **What could result from the hazard?**Describe the type of injury then categorise as follows:**Trivial** **injury not requiring treatment –** minor cuts and bruises**Minor injury requiring treatment** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)**Major injury not life changing** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.**Death or very serious life changing injury to one person -** Loss of limb, paralysis or life changing injury from which full recovery is unlikely.**Death or very serious life changing injury to more than one person** | **Who might be harmed?*** Organiser’s staff
* Venue staff
* Visitors
* Exhibitors
* Contractors
* Young/new inexperienced staff
* Disabled
* Children
* New and expectant mothers
* Elderly visitors
 | **Risk**P = ProbabilityS = SeverityR = Risk levelP x S = R | **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?  | **What is the Residual Risk?****Action Level**H = High, Immediate action requiredM = Medium, Justify and review each event dayL = Low, no further action requiredSee table in footer |

| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Actn Lvl** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Risks to be monitored each day as follows: (**These will normally be those risks rated Medium after controls are in place)

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| **Hazard** | **Monitored by** | **Frequency** |
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