Risk assessment template

Event or activity version - for PTAs, clubs and community events.

How to use this template

A risk assessment is a careful look at what could cause harm to people at work or at your activity, so you can decide whether you are doing enough to prevent it. It is about sensible, proportionate steps - not a mountain of paperwork. This template is based on HSE's five steps. Check HSE guidance for your workplace.

1. **Identify hazards.** Walk round and look at what could reasonably cause harm: how people work, the equipment and substances used, and the state of the premises. Ask the people who do the job, and look back at any accident or near-miss records.
2. **Assess the risks.** Decide who might be harmed and how, and how likely and serious the harm could be. Think about staff, volunteers, visitors, contractors and the public. Some people need extra thought, for example young people, new or expectant mothers and people with disabilities.
3. **Control the risks.** For each hazard, write down what you already do. Then ask whether it is enough. If not, decide what further action is needed, who will do it and by when. The aim is to do what is reasonably practicable: balancing the level of risk against the effort, cost and time of the measures.
4. **Record your findings.** Write down the significant hazards, who might be harmed, and what you do about them. HSE guidance says employers with five or more employees need to record their significant findings. Even if you have fewer, a short written record is useful. Check HSE guidance for your workplace.
5. **Review the controls.** Check your controls are working. Set a review date and update the assessment if necessary. Review sooner if something changes - new equipment, new people, a change to the way you work, or after an accident or near miss.

A signed, dated form on a shelf does not make anyone safer. What matters is that the actions are done and the people affected know about them.

HSE covers Great Britain. In Northern Ireland, see HSENI.

Things to think about at an event

Area	Questions to ask yourself
Arrival, parking and traffic	Where do people arrive and park? Are children dropped off near vehicles?
Crowds, entrances, exits and walkways	Can people get in, out and round safely? Are exits clear?
Setting up and taking down	Lifting, ladders, trailing cables, tables and chairs.
Electrics, extension leads and lighting	Cables across walkways, overloaded sockets, equipment near water.
Food and drink	Hot water and urns, hygiene, allergens, who is serving.
Children and supervision	Who is responsible for whom? What if a child gets lost?
Hired or borrowed equipment	Stalls, marquees, inflatables, staging - follow the supplier's instructions.
Weather and the ground	Wind, rain, heat, cold, uneven or slippery ground.
Fire and emergencies	Exits, who calls 999, where everyone meets.
First aid	Who is the first aider? Where is the first aid kit? Who is on site?

Check with your venue, school, council or insurer whether they have their own requirements for events, for example a risk assessment form, insurance or a licence.

Event risk assessment record

Event or activity		**Organiser**	
Venue		**Date and times**	
Expected numbers (adults / children)		**First aider(s) on site**	
Emergency contact on the day		**Assessment by and date**	
Review date		**Reviewed after the event? (what changed)**	

No.	What are the hazards?	Who might be harmed and how?	What is already in place?	What further action is needed?	Action by who?	Action by when?	Done
1							☐
2							☐
3							☐
4							☐
5							☐

No.	What are the hazards?	Who might be harmed and how?	What is already in place?	What further action is needed?	Action by who?	Action by when?	Done
6							☐
7							☐
8							☐
9							☐
10							☐
11							☐
12							☐