Sample Event Risk Assessment

DISCLAIMER: This event risk assessment template is provided as a sample outline only and is not intended for direct implementation. It may not cover all potential risks or specifics of any particular event. Any individual or entity seeking to use or adapt this template should consult with professionals, conduct thorough risk assessments, and ensure full compliance with local regulations and legislation. CHAS does not assume any liability for any actions taken based on this template.

Activity / Area of Concern	Hazards Identified	Persons at Risk	Current Risk Factor (high, medium, or low)	Actions to be Taken to Minimise Each Risk	New Risk Factor (high, medium, or low)
SITE MANAGEMENT					
Public Entrance / Exit	Risk of injury at public entrance/exit	Members of the public	Medium	• Entrance/exit constructed to allow easy access for disabled people. • Entry supervised by identifiable marshals carrying mobile radios to summon assistance from Control. • First Aiders & ambulance on site. • Catering outlets must be located away from entry or exit points.	Low
Number of marshals for the event				• Number of marshals is determined based on event size and complexity.	

Emergency evacuation procedure	Fire;	Members of the public	High	• Procedures in place for emergency evacuation, including methods of egress, designated assembly points, marshalls, information boards for the public, PA system (essential for large events), and emergency services contact information. • Review for medium risk factors.	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	• Provide adequate First Aid cover. (NB 2 is the minimum number of First Aiders for an event) • The number of qualified First Aiders to be present for the event is determined based on event size and expected attendees.	Low
Care of children	Lost children	Members of the public – children	High	• Clearly identified “lost children” point. • Identifiable marshals. • PA system in place (essential for large events). • Review for medium risk factors.	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	• Ensure enough toilets are present at the site for the expected number of attendees.	Low

				• Provide portaloos as necessary OR use public toilets on site. • Review for low-risk factors.	
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children/competitors	Medium	• Designated signed parking areas. Drive to be kept clear to allow access to emergency vehicles. • Mandatory 5 mph speed limit enforced by signs. • A one-way traffic system in place. • Car parking is supervised by identifiable marshals carrying mobile radios to summon assistance from Control. • First Aiders and ambulance on site. • Specially designated area for disabled parking. • Procedures must be in place, and a suitable towing vehicle available to remove vehicles from the site in the event of very wet ground conditions. • Review for low-risk factors.	Low
Risk of fire	Burn or smoke injuries	Members of the public, especially people with disabilities and children/staff/event participants/contractors	Medium	• Ensure a Fire Risk Assessment for the event, complying with legal requirements, is produced. • Notify the Fire Service for large or high-risk events. • Roads/emergency exits patrolled and kept clear by identifiable fire marshals carrying mobile radios to summon assistance from Control.	Low

				• Ensure a system is available to broadcast any evacuation instructions. • Review for low-risk factors.	
Very wet weather on the day	Vehicles unable to get off the grass; public slip over; ground damaged	Members of the public	Medium	• Develop and implement a plan for handling very wet weather, which may include event cancellation or prohibition of parking on the grass. • Review for low-risk factors.	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public, children, competitors, staff	High	• Monitor weather forecasts and actual weather for the event. Cancel or postpone the event if strong winds or gusts are likely to exceed 30mph. • Plan event elements away from trees where possible. • Review for low-risk factors.	Low
Litter	Litter or other debris generated by the event	(Complaints from) Members of the public / Parks Division staff	Medium	• Arrange for a litter pick immediately after the event. Borrow litter-picking tools in advance from Parks if necessary. Obtain black bags at your expense. Remove bags of collected litter from the site or request Parks to remove them on the next working day. • Review for low-risk factors.	Low

Use of companies/operators	Various	Various	Medium	• Ensure compliance with the operator's risk assessments and safe working practices. • Review for low-risk factors.	Low
Working with children	Ensuring children are protected	Children/people working with children	Medium	• Ensure that individuals working with children are Criminal Records Bureau checked. • Review for low-risk factors.	Low
Crowd management (marshalls)	Pinch points: Overcrowding; Potential conflict re-entry to event	Members of the public – senior citizens/children /persons with disabilities	High	• Implement a PA system. • Ensure an appropriate number of identifiable marshals are on site with a radio system. • Marshals are to be fully briefed before the event. • Organise trained/experienced marshals at entry points. • Review for medium risk factors.	Medium
Public Address (PA) System	Cables catch fire or electrocute; Trip over cables	Members of the public/staff	Medium	• Check cables before the event. • Ensure circuit breakers are in place. • Have all electrics checked by a qualified electrician. • Implement cable covers/management system to prevent exposed cables. • Review for low-risk factors.	Low

Moving vehicles	Injuries caused by moving vehicles	Members of the public/competitors	Medium	• Minimise vehicle movement. • Isolate the arena with barriers to keep the public away from moving exhibits. • Enforce a mandatory 5 mph speed limit with signs and identifiable marshals carrying mobile radios to summon assistance. • Ensure first aiders and an ambulance are on site. • Ensure all vehicles are on site before the event. • Review for low-risk factors.	Low
ACTIVITIES					
Face Painting	Allergy to paints	Members of the public - children	Medium	• Erect signs regarding allergies and skin conditions. • Ensure parents/guardians sign forms regarding allergies and permissions. • Require Public Liability Insurance for £5 million cover. • Review for low-risk factors.	Low
Sponsored walk	Tripping/falling on uneven ground; Dehydration/heat exhaustion	Entrants/members of the public	Low	• Inspect the route before the walk commences. • Clearly identify and address hazards. • Provide drinks and access to fresh drinking water. • Provide adequate First Aid cover.	Low

				• Review for low-risk factors.	
Catering – food/drink	Food poisoning; Allergic reaction; Fire	Members of the public	Medium	• Ensure caterers are registered with the local authority re Food Hygiene Certificate. • Provide access to hot water and soap or antibacterial wipes for food handlers. • Clearly display ingredient information. • Ensure fire extinguishers are mandatory in all catering units. • Review for low-risk factors.	Low
Cash Collectors	Risk of theft/injury to cash collectors	Competitors/members of the public	Medium	• Equip cash collection points with mobile radios. • Instruct inconspicuous persons to make regular collections from cash collection points. • Remove cash to a secure area for counting and banking. • Notify the police of the event. • Review for low-risk factors.	Low
Barbeque	Fire hazard/burns (people/property/trees); Food uncooked; Ingesting fire lighting products	Members of the public, especially children / Anyone consuming food / Children	High	• Fence and secure the barbecue area. • Remove ashes when cold. • Use gloves. • Provide a fire extinguisher and/or a bucket of sand. • Ensure food hygiene, use a food thermometer probe, and clean surfaces properly. • Supervise the barbecue at all times.	Medium

				• No lighting liquid allowed, only lighting blocks. • Review for medium-risk factors.	
Go-Karts	User falling off kart, kart hitting pedestrian or another kart, fuel use/storage.	Members of the public - children / Members of the public – children/spectators / Members of the public	Medium	• Ensure full safety harness and headgear protection. • Implement a remote control engine cut-out. • Limit two karts in use at any one time. • Securely store fuel in a van. • Review for low-risk factors.	Low
Quad bikes	User falling off bike, bike hitting a pedestrian or other kart, fuel use/storage	Members of the public — children / Members of the public – children/spectators / Members of the public	Medium	• Ensure full safety harness and headgear protection. • Implement a remote control engine cut-out. • Limit two bikes in use at any one time. • Securely store fuel in a van. • Review for low-risk factors.	Low
Pony rides	User falling off; Loss of control of pony; Person bitten/kicked/trodden on by pony.	User/helper /member of the public	Medium	• Use one pony at a time. • Ensure head protection is provided and worn. • Have a helper/groom walk alongside the pony to guide and ensure control at all times. • Use ponies with good temperaments. • Review for medium risk factors.	Low

Mini soccer / 5-a-side football	Football hitting person; Sports injury	Competitors/spectators / Competitors	Medium	• Inspect the area before races to ensure safety. • Clear the area of any hazards. • Provide fully qualified referees. • Ensure first aiders are on site. • Arrange for similar age groups to play together. • Review for medium risk factors.	Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables; Unsuitable goods	Members of the public/stall holders	Medium	• Ensure tables are sturdy and prevent overloading. • Ensure no sale of unsuitable goods. • Review for low-risk factors.	Low
Children's entertainer	Molestation/abduction	Children	Medium	• Ensure children are supervised by parents at all times. No children should be left alone. Ensure the entertainer is qualified and certificated. Review for low-risk factors.	Low
Coconut Shy	People getting hit by balls	Members of the public – adults/children/ stall holder	Medium	• Position a safety net behind the shy. • Fence off the area. • Supervise the event at all times. • Review for low-risk factors.	Low
Ball Pond	Suffocation: Dirty balls (urine/faeces, etc)	Children / Children/supervisor	Medium	• Have trained supervisors present. • Ensure children are not too small to use the ball pond safely. • Clean balls regularly and as required. • Review for low-risk factors.	Low

Marquee/gazebo	Guy ropes/stakes trip hazard	Members of the public/staff	Medium	• Ensure the marquee company is certified and has PLI £5m cover. • Check and regularly re-check all ropes to ensure they are secure. • Only allow competent/trained persons to erect marquees/gazebos. • Connect any electricity supply with a qualified electrician. • Include marquee/gazebo in Fire Risk Assessment. • Review for low-risk factors.	Low
Pets Corner	Animal bites: Stroking animals then touching the mouth	Members of the public — children/adults/ pregnant women	Medium	• Ensure first aiders are on site. • Supervise animals at all times. • Provide running water and soap. • Review for low-risk factors.	Low
Fair rides	Noise pollution, burning, being hit by moving rides	Members of the public – adults/children	Low	• Keep decibel levels within reasonable limits. • Ensure generators finish at the designated time. • Supervise rides to deny access while moving and allow room between rides. • Ensure fair supplies PLI £5m cover. • Ensure all rides have current H&S certificates. • Review for low-risk factors.	Low

Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	• Ensure compliance with all Noise/Music conditions. • Work with the Environmental Protection Team (Noise Control) to prevent noise pollution. • Provide contact information for a nominated noise control person. • Review for low-risk factors.	Low
Archery	N/A	N/A	N/A	• NO ARCHERY ALLOWED IN THE PARK.	N/A
Car Boot Sales	Collapsing tables; Unsuitable goods; Injuries caused by moving vehicles	Members of the public/stall holders / Members of the public – especially children/stallholders	Medium	• Ensure tables are sturdy and prevent overloading. • Ensure no sale of unsuitable goods. • Implement designated signed parking areas. • Enforce a mandatory 5 mph speed limit. • Ensure car parking is supervised. • Review for low-risk factors.	Low
Bright lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots / Members of the public	Medium	• Fully comply with Civil Aviation Authority's document CAP 736. • Review for low-risk factors.	Low