

Event health and safety risk assessment form

Event Name		Date		Time	
Location		Event organiser		Event safety coordinator	
Assessor		Date		Permission given by	

Section 1 - Identify hazards - consider all the activities with the social event and tick the boxes of significant hazards

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping		9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Environmental risks*	
6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust		36.	Other - please specify Temporary event notice required	

* Environmental Risks are those risks that have a potential to cause harm to the environment, be it harm to land, water or air. This could be from chemicals, fuels, waste or emissions.

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Students	<input type="checkbox"/>
Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Special needs	<input type="checkbox"/>

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	

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