

Att: Sarah Hill 01455 212393

Event Risk Assessment Form

EVENT DETAILS

Applies to: BUILD UP EVENT DAYS BREAKDOWN (please circle)

Risk Assessment Conducted by:
 (Block capitals)

Signature: Date .../.../2004

Activity/Task : (EXAMPLES)	Hazard : (EXAMPLES)	Persons at Risk	Risk Ranking	Controls Current / Controls Required :
Working at height Construction or complex stand building Machinery demos Moving vehicles Use of powered tools Lifting operations Use of Chemicals Audience participation Etc.	Falls Structural collapse Being run over Cuts, entanglement Heavy loads dropping Burns, Spillages Etc.	General public Venue staff Your staff Other company's staff Contractors	Severity x Likelihood Refer to the Risk Matrix (Please circle one)	In this column List the existing control measures in place which ensure safety. If additional controls are required to reduce the risk then list the additional precautions in this column. For further help refer to the HSE "5 Steps To Risk Assessment" For Guidance.
POTENTIALLY HAVING UP TO 2500 PEOPLE IN A CONFINED AREA (OWE HALL)	FALLING OVER / SLIPPING / CURVED	GENERAL PUBLIC / STAFF / EXHIBITORS	HIGH OF MEDIUM OR LOW	FIRST AID OFFICE WILL BE AVAILABLE PLUS VAXING FOR NEARBY FIRST AIDERS TO BE RESIDENT ALSO VARIOUS QUALIFIED FIRST AIDERS ON HAND TOO.

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Activity	Hazard :	Persons at Risk	Risk Ranking	Controls Current / Controls Required
HIGH NUMBER OF CHILDREN ON SITE	FALLING / SLIPPING / CUTTING / TIME-SLIPPERS / GETTING COST	CHILDREN	HIGH OF MEDIUM OR LOW	FIRST AID OFFICE ON SITE / LOST CHILDREN TEACHERS TO GO OWN R.A. TEACHERS TOLD TO REED KIDS WITH THEM AT ALL TIMES SECURITY STAFF ON SITE
POTENTIALLY LOTS OF VEHICLES AROUND VENUE	MACHINERY? OVERCROWDING / GETTING RUN OVER	DRIVERS / GENERAL PUBLIC	HIGH OF MEDIUM OR LOW	FIRST AID OFFICE TO TEACHERS TOWN TO TEEN KIDS WITH THEM AT ALL TIMES
EXHIBITION STANDS	CABLES / WIRES - TAPPING	GENERAL PUBLIC	HIGH OF MEDIUM OR LOW	SPECIFIC SITE / SCENE MANAGE ON SITE TO SPECIFIC FIRST AID OFFICE

Please make a photocopy of this sheet for additional activities

Event Risk Assessment Form

EVENT ITSELF

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(Block capitals)

Signature : Date .../.../2004

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POTENTIALLY HAVING UP TO 2500 PEOPLE IN A CONFINED AREA (ONE HALL)	FALLING OVER / SLIPPING / CRUSHED	GENERAL PUBLIC / STAFF / EXHIBITORS	HIGH OF MEDIUM OR LOW	FIRST AID OFFICE WILL BE AVAILABLE PLUS WANTING FOR MENTORMENT FIRST AIDER TO BE RESIDENT. ALSO VARIOUS QUALIFIED FIRST AIDERS ON HAND TOO.