

# Template Event Risk Assessment

To create a risk assessment, you need to understand what at your event, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

Start by:

- identifying what can harm people at your event
- identifying who might be harmed and how
- evaluating the risks and deciding on the appropriate controls, taking into account the controls you already have in place

- recording your risk assessment
- reviewing and updating your assessment

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Look at how this might apply to your event, continue by identifying the hazards that could impact on your event and complete the table to suit. Further guidance on risk assessments is available directly from the [www.hse.gov.uk](http://www.hse.gov.uk)

Completed **Risk Assessments** together with your event checklist and site plan should be submitted to [events@renfrewshire.gov.uk](mailto:events@renfrewshire.gov.uk) or to

**Renfrewshire Council Events Team, 5a High Street, Paisley, PA1 2AE**

Completed documents should be submitted a minimum of **14 weeks** before your planned event. If your event is sooner than this or you require any help completing the checklist please call us on **07966 146 325 / 07483 361 005**

## For office use only

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**You should review your risk assessment regularly and especially after any incident (eg following a first aid incident or if there are any significant changes to hazards, such as new equipment on site**




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## Renfrewshire Council Events Team

Email: [events@renfrewshire.gov.uk](mailto:events@renfrewshire.gov.uk)

Tel: 07966 146 325 / 07483 361 005

