**EVENT RISK ASSESSMENT TEMPLATE (v16-1)**

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| *(insert show logo here)*Click or tap here to enter text. | **Tenancy Dates:** Click or tap here to enter text.  **Flyer:** Click or tap here to enter text.  **Build up:** Click or tap here to enter text.  **Open:** Click or tap here to enter text.  **Break down:** Click or tap here to enter text. | **Venue:** Click or tap here to enter text. |
| **Halls in use:** Click or tap here to enter text. |
| **Rooms in use:** Click or tap here to enter text. |
| **Risk assessment undertaken by:** Click or tap here to enter text. | **Event Director:** Click or tap here to enter text. | **Distribution:** Click or tap here to enter text.  ***e.g.***   * ***Event Management Team*** * ***Floor Managers*** * ***Contractors*** * ***Venue*** |
| **Signed:** Click or tap here to enter text.  **Date:** Click or tap here to enter text. | **Signed:** Click or tap here to enter text. **Date:** Click or tap here to enter text. |

**Scope of Risk Assessment:**

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| Click or tap here to enter text.  This assessment covers… from…to… |

**Venue/Location Profile:**

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| Click or tap here to enter text.   * Type of venue |

**Visitor Profile:**

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| Click or tap here to enter text.   * Age range * Alcohol consumption high/moderate/low * Likelihood of some drug use yes/no * % Children * % Disabled/new and expectant mothers * Busiest times * Average attendance |

**Show Profile:**

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| Click or tap here to enter text.   * Visitor capacity at any one time * Details of after show events * Extent to which the show is likely to be vulnerable to terrorist attack or protest? |

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| **Hazards** | **Consequences** | **Who is at Risk** | **P** | **xS** | **=R** | **Controls** | **PxS=R** | **Action Level** |
| **Identify Hazards**  Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm | **What could result from the hazard?**  Describe the type of injury then categorise as follows:  **Trivial** **injury not requiring treatment –** minor cuts and bruises  **Minor injury requiring treatment** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  **Major injury not life changing** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.  **Death or very serious life changing injury to one person -** Loss of limb, paralysis or life changing injury from which full recovery is unlikely.  **Death or very serious life changing injury to more than one person** | **Who might be harmed?**   * Organiser’s staff * Venue staff * Visitors * Exhibitors * Contractors * Young/new inexperienced staff * Disabled * Children * New and expectant mothers * Elderly visitors | **Risk**  P = Probability  S = Severity  R = Risk level  P x S = R | | | **Is the risk adequately controlled?**  Consider hierarchy of controls   * Eliminate * Substitute * Reduce * Isolate * Control * PPE * Discipline   Do the controls…………  Meet legal requirements?  Represent best practice?  Reduce risk as far as is reasonably practicable?  Comply with industry standards? | **What is the Residual Risk?**  **Action Level**  H = High, Immediate action required  M = Medium, Justify and review each event day  L = Low, no further action required  See table in footer | | |

| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Actn Lvl** |
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**Risks to be monitored each day as follows: (**These will normally be those risks rated Medium after controls are in place)

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| **Hazard** | **Monitored by** | **Frequency** |
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