

Event risk assessment template

Identify event hazards, agree controls and assign the actions that make your plan workable.

Event / organisation: _____ Session / date: _____ Coordinator: _____

Assessor: _____ Assessment date: _____ Responsible reviewer: _____

Activity or hazard	Who could be harmed and how	Existing controls	Further action	Owner	Due date	Residual risk and decision	Review date

A blank template is not a completed assessment. Adapt it to the actual activities and obtain competent advice for specialist risks. Review your emergency arrangements separately.

HSE event safety: <https://www.hse.gov.uk/event-safety/>