**Event Risk Assessment Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | **Date:** |  | **Venue:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1)**  **Activity / Area of Concern**  i.e. what is taking place as part of the event? | **(2)**  **Hazards Identified**  i.e. what can cause harm? | **(3)**  **Persons at Risk**  i.e. who could be harmed by the hazard and how? | **(4)**  **What are you already doing?**  i.e. determine the level of risk | **(5)**  **Actions to be taken to minimise each risk**  i.e. Do you need to do anything else to manage this risk? | **(6)**  **Person responsible**  i.e. who is responsible for taking the necessary action |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |