**NWS - Event Risk Assessment Template **

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| **Event:** |  | **Date:** |  | **Location:** |  |

| **Activity** **(Area of concern)** | **Hazards – what are they?** | **Persons at risk (employees, public, contractors )** | **Control measures – what has been done to reduce risk?** | **Any further action required to reduce the risk (by whom and when)** | **Action status:*** **New**
* **Ongoing**
* **Complete**
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| *Entrance / Exit* |  |  |  |  |  |
| *Car Parking* |  |  |  |  |  |
| *Building accessibility* |  |  |  |  |  |
| *Obstacles – cables on floor etc* |  |  |  |  |  |
| *Hospitality and catering* |  |  |  |  |  |
| *Slips, trips and falls* |  |  |  |  |  |
| *Manual handling* |  |  |  |  |  |
| *Equipment and machinery* |  |  |  |  |  |
| *Planned activities*  |  |  |  |  |  |
| *First Aid provision* |  |  |  |  |  |
| *Spread of Covid* |  |  |  |  |  |
| *Safeguarding children* |  |  |  |  |  |
| *Lost children policy* |  |  |  |  |  |
| *Adverse weather* |  |  |  |  |  |
| *Crowd Management* |  |  |  |  |  |
| *Stewarding* |  |  |  |  |  |
| *Waste Management* |  |  |  |  |  |
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| **Approved by:** |  | **Date:** |  | **Review date:** |  |

**Notes:**

* This template is a guidance tool for everyday use in respect of any low level events associated with NWS business. It has been created as an aid to help organisers prepare for a safe event (coffee morning, meeting, fundraiser event etc), and reduce the prospect of any risks of harm.
* This is not an exhaustive list and only to be used for guidance. You should add, or remove activities and the associated risks, which are appropriate for your event.
* This risk assessment tool originates from the general community response responsibilty to plan, prepare and recover from an adverse incident or emergency. It may be used to update any safety checklist or safety plan for the event (if appropriate).
* This risk assessment does not replace the role of the emergency services or other statutory organisations.