

Use this checklist to tick items where there is no hazard present. Where hazards are identified complete the information in the remaining columns.
The Hazards Checked column identifies the things to pay attention to when doing your walk-through.

Event Risk Assessment Form						
Event:					Organiser:	
Date:		# of Guests:		Venue:		
This is a walk- through assessment of all venue spaces in use for duration of event. Note ONLY the hazards that could result in significant harm.						
Check for OK	Hazards Checked	Hazards Identified	Risk Level (1-5)	Persons at Risk	Measure to Control Risk	Person to Action
<input type="checkbox"/>	Poor lighting					
<input type="checkbox"/>	Poor ventilation					
<input type="checkbox"/>	Risk of fire or obstructing evacuation procedure					
<input type="checkbox"/>	Slipping, tripping, or falling hazards					
<input type="checkbox"/>	Usage of chemicals and hazardous substances, including fumes & smoke					
<input type="checkbox"/>	Usage of portable electrical appliances					
<input type="checkbox"/>	Open moving parts of machinery					
<input type="checkbox"/>	Traffic Control/Building Capacity					
<input type="checkbox"/>	Risk from specific performances, demonstrations or activities					
<input type="checkbox"/>	High noise level					
<input type="checkbox"/>	Kitchen Usage Safety					
<input type="checkbox"/>	Presence of alcohol/liquor					
<input type="checkbox"/>	Open garden usage					
<input type="checkbox"/>	Obstruction to/from vehicles entering grounds					
<input type="checkbox"/>	Accessibility for disabled persons					
<input type="checkbox"/>	Security					

Risk assessment completed by:

Date:

Risk Levels

1 = Very Low 5 = Extremely Dangerous