

EXAMPLE

Event Name:		Date:		Venue:	
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Use of Marquee Structure	Marquee Structure becoming unstable during periods of heavy wind	Staff, Public	Medium	Marquee will be staked to floor or sandbags used if on concrete surface.	Low
Use of Portable Generator	Electric Shock	Staff	Medium	Make sure generator is fitted with RCD and has had all relevant electrical safety checks.	Low
Use of Portable Generator	Trip hazard of cable from generator to Fridge both behind stall	Staff	High	Place rubber matting over cable	Low
Use of Portable Generator	Fuel fire from petrol powered generator	Staff	High	Petrol generator not to be used. Either have no generator or substitute it for a diesel or LPG generator	Low

Name of person completing Risk Assessment (printed):

Signature: Date:

Notes to accompany General Risk Assessment Form

- (1) **Activity:** use the column to describe each separate activity covered by the assessment. The number of rows is **unlimited**, although how many are used for one assessment will depend on how the task is sub-divided.
- (2) **Hazard:** for each activity, list the hazards. Remember to look at hazards that are not immediately obvious
- (3) **Persons at Risk:** insert everyone who might be affected by the activity and specify how. Remember those who are not immediately involved in the work,
- (4) **Current Risk Factor :** the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

- (5) **Actions to be Taken to Minimize each Risk:** state which actions can be taken to reduce medium and high level risks to a lower level. It may be necessary to implement more than one action to reduce the risk.
- (6) **New Risk Factor:** the new risk factor (Low, Medium, High) after additional measures have been taken to control the risk.