

## RISK ASSESSMENT FORM

If you are running your own fundraising event in aid of ProjectScotland you must conduct a Risk Assessment. This Risk Assessment is to be used by fundraisers. ProjectScotland cannot accept responsibility for the organisation of third party events.

We have completed a sample entry for you to give you an idea of what is expected. Look at how this might apply to your fundraising event and continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

Remember to save this document and keep a printed copy with you at the event.

What are the hazards?	Who might be harmed?	Severity of harm?	What needs to be done to manage this risk?	Action by Whom	Action by when	Completed
<i>Slips, trips and falls</i>	<i>All attendees and participants</i>	<i>2</i>	<i>Ensure all cables and trailing wires are secure. Volunteers to keep work areas clear and signage used where necessary.</i>	<i>Event Manager</i>	<i>Date of event</i>	<i>Date of event</i>

### SEVERITY SCALE:

- |  |   |
|--|---|
| 1. Minor injury, not resulting in requiring hospital treatment | 4. Severe injury, requiring urgent hospital treatment |
| 2. Non-immobilising injury, requiring hospital treatment       | 5. Very severe injury, life threatening.              |
| 3. Immobilising injury, requiring hospital treatment           |   |