

EXAMPLE

RISK ASSESSMENT FORM

COLCHESTER FORUM

DISTRICT 1240

EVENT - RACE NIGHT

**VENUE - VILLAGE HALL
LAYER**

EVENT DATE - 1st April 2016

<u>POTENTIAL HAZZARD</u>	<u>THOSE AT RISK</u>	<u>EXISTING CONTROL</u>	<u>RISK LEVEL</u>	<u>ADDL ACTION TAKEN</u>
Injury whilst travelling to and from event	All those Attending	Rotarians and Guests are aware of risks and have Driving Ins	Low	None
Damage to Building or Fire, requiring Evacuation	ditto	Evacuation exits clearly marked and Trustees have their own Accident Ins	Low	Organiser will point out Fire exits and potential hazards
Refreshments (food poisoning and burns from Hot food)	ditto	Food provided by professional caterers who have their own Safety procedures and accident ins.	Low	None
Children and Vulnerable Adults		All those attending attending will be accompanied by responsible family or friends	Low	Members are aware of procedures for dealing with Vulnble Individuals

Assessment Completed By : Date

(Organiser)

Review Completed By : Date

(Protection Officer)