>>> risk assessment template

This is the form we use to identify hazards at our events and we suggest you use it at yours. We have included one example hazard on the form to illustrate how the process works.

**Please use this template in conjunction with our Health & Safety Document.**

| Event name |  | Total anticipated numbers | | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Event location |  | Spectators |  | Participants | | | |  |  |
| Pack in date |  | times |  |  | | | | | |
| Event date |  | times |  |
| Pack out date |  | times |  |
| Event Organiser |  | On the day contact number | | |  | | | | |
| Alternative contact |  | On the day contact number | | |  | | | | |

**INSTRUCTIONS**

\* Identify hazards and issues in the boxes over leaf and describe each hazard, the potential consequence and who is at risk.

\* Calculate the probability (P), the severity (S) and calculate the result (R) by using the attached table

\* List the controls that can be put into place to eliminate the hazard and/or minimise the potential consequence

\* Calculate the probability (P) and the severity (S) of the hazard with the controls in place, then find the result (R)

\* The calculated result (R) should be lower once controls are in place

| Hazard | Consequences | Who Is At Risk | P | S | R | Controls | P | S | R | Action Levels |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Lit candles on stage* | *Fire in venue, burns, smoke inhalation* | *Audience, venues staff, Fringe volunteers* | 4 | 5 | 20.H | *Use battery-powered candles wherever possible. Ensure fire extinguisher in venue and audience made aware of fire exit locations. Props and materials close to live-flame candles are fire-proofed.* | 2 | 3 | 6.M | MED |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |



| **(P)** | **5** | 5.M | 10.H | 15.H | 20.H | 25.H |
| --- | --- | --- | --- | --- | --- | --- |
| **4** | 4.L | 8.H | 12.H | 16.H | 20.H |
| **3** | 3.L | 6.M | 9.H | 12.H | 15.H |
| **2** | 2.L | 4.L | 6.M | 8.H | 10.H |
| **1** | 1.L | 2.L | 3.L | 4.L | 5.M |
|  | **1** | **2** | **3** | **4** | **5** |
| **(S)** | | | | | | |