**RISK** **ASSESSMENT** **FORM EG.05**

***Events Group/Volunteer*** ***Risk*** ***Assessment*** ***Form for events.*** ***Please*** ***complete*** ***this*** ***form*** ***and*** ***return*** ***to*** ***your RC/Engagement Officer*** ***or*** ***the Fundraising Team two weeks prior to the date of your event. Please see guidance and example to help you to completed a risk assessment***

**Events Group/Volunteer** **Name: Event:**

**Date** **of** **Risk** **Assessment: Event Date:**

**Generic Risks** – common risks associated with this event type

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| **What** **are** **the** **hazards?** | **Who** **might** **be** **harmed** **and** **how?** | **What** **are** **you** **already** **doing?** | **What** **further** **action** **is** **necessary?** | **Action** **by** **Whom?** | **Action** **by** **When?** | **Completed?** **(date)** | Is the remaining risk **L**ow **M**edium or **H**igh |
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| **What** **are** **the** **hazards?** | **Who** **might** **be** **harmed** **and** **how?** | **What** **are** **you** **already** **doing?** | **What** **further** **action** **is** **necessary?** | **Action** **by** **Whom?** | **Action** **by** **When?** | **Completed?** **(date)** | Is the remaining risk **L**ow **M**edium or **H**igh |
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**Venue Specific Risks –** these are much more specific hazards which have been identified on site

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| **What** **are** **the** **hazards?** | **Who** **might** **be** **harmed** **and** **how?** | **What** **are** **you** **already** **doing?** | **What** **further** **action** **is** **necessary?** | **Action** **by** **Whom?** | **Action** **by** **When?** | **Completed?** **(date)** | Is the remaining risk **L**ow **M**edium or **H**igh |
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