**Sample RISK** **ASSESSMENT** **FORM**

***Events Group/Volunteer*** ***Risk*** ***Assessment*** ***Form.*** ***We have started to complete the form with basic risks, please add any others relevant to your venue and send to***

**your Volunteer Coordinator / Engagement Officer or** ***the Fundraising Team two weeks prior to the date of your event. Please see guidance to help you completed the risk assessment***

**Events Group/Volunteer** **Name:** **Event** **Type** **and** **Date:**

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

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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 |
| Slips, trips and falls.  | Adults and children - falling down stairs | Make adults aware they are responsible for their children’s safety and welfare  | Ensure parents/carers are aware of the hazard as they arriveIdentify and report any accidents to CLAPA representative and nominated First Aider. |  |  |  | Low |
| Scalds | Adults and children – hot drinks | Make adults aware they are responsible for their children’s safety and welfare  | Ensure a volunteer is present near the hot drinks so that they are kept out of the reach of children.Identify and report any accidents to CLAPA representative and nominated first aider. |  |  |  | Low |
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| Unfastened external door | Children – alone outside, near busy road / car park | Make adults aware on arrival, that external doors MUST be securely closed at all times, for reasons of child safety.  | Place a volunteer near the door as people arrive |  |  |  | Low |
| Food Allergies | Adults and children – sudden and/or severe allergic reaction | Booking form has a required field for dietary requirements.Make adults aware they are responsible for their children’s safety and welfare. | Known ‘risk’ foods to be clearly identified and labelled.Identify and report any incidents to CLAPA representative and nominated first aider. |  |  |  | Low |
| Photography | All | Booking form has a required field for photo consent.Families are asked again about photo consent at sign in desk. | Welcome volunteer reminds families about photo consent |  |  |  | Low |
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| Safeguarding concern identified at event | Children, young people and adults at risk | Volunteers receive a full induction including how to manage safeguarding concerns and reporting proceduresOngoing supervision sessions to discuss safeguarding |  |  |  |  |  |
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