



Event Risk Assessment



This is an example Risk Assessment you might carry out ahead of holding your event. Please fill out all grey areas and provide to your key stakeholders. This is your risk assessment, as this event is your responsibility to keep safe.

Your name		Date	
Event Name		Event Date	
Location and Venue		Approx. no participants	
Event Description			

Risk Are there any hazards? Who may be harmed? Could any accidents happen?	Response How will you remove or reduce any risks? Who will be responsible for doing this?	Risk Rating Severity of risk vs. likelihood of occurrence <i>Assuming response taken</i>



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Covid Risks	Response How will you remove or reduce any risks? Who will be responsible for doing this?	Risk Rating Severity of risk vs. likelihood of occurrence <i>Assuming response taken</i>
Symptoms of Covid-19 If anyone becomes unwell with: <ul style="list-style-type: none"> · a new continuous cough, or · a high temperature, or · loss or change of sense of smell or taste ('anosmia') 		
Social distancing * This is in the current guidance at this time. This could change so please check the guidance for your area at the time of your walk. <ul style="list-style-type: none"> · In all four Nations the default for safe social ('physical') distancing for persons not within a household, or support bubble, is 2 metres. · If this cannot be maintained, it must be for very short durations and with 		

additional mitigations or controls in place		
Hand sanitising / Cleaning <ul style="list-style-type: none"> · All involved should be reminded to wash hands frequently with soap and water for 20 seconds · Hand sanitiser should be made available where needed, especially where cash is being handled. 		
Use of Face coverings <ul style="list-style-type: none"> · From 19 July 2021, there is no longer a legal requirement to wear face coverings in indoor settings or on public transport. While no situation is risk free, there are actions we can take to protect ourselves and others around us. The UK government advises members of the public continue to wear face coverings in crowded and enclosed spaces where you come into contact with people you don't normally meet. You should use your judgement in deciding where you should wear one– noting that not everyone is able to 		

<p>wear a face covering and this must be noted and respected – the reason why someone cannot wear a face covering may not be obvious.</p>		
<p>Collecting and counting cash/coins</p> <p>When handling cash:</p> <ul style="list-style-type: none"> · you should use hand sanitiser or wash your hands after handling cash because COVID-19 can remain on notes just like any other surface for several days · do not touch your face or eat food after handling cash without using hand sanitiser or washing your hands with water and soap for 20 seconds 		