MDDC Property Event Risk Assessment

TITLE OF EVENT:	
LOCATION	
DATE AND TIMES START/FINISH	
NUMBER OF PEOPLE EXPECTED	
DESCRIPTION OF WHAT THE EVENT INVOLVES	
EMERGENCY CONTACT TEL NO.	

Advice & Support Guidance on the following risks and best practise on how to deal with these can be found on the Health & Safety Executive website www.hse.gov.uk,the Government "Can Do" guide Organising a voluntary event: a 'Can do' guide - GOV.UK, and the Mid Devon Safety Advisory Group Safety Advisory Group (SAG)

RISK ASSESSMENT

Please enter “Not Applicable” to any hazards listed which do not apply to your event

HAZARD	EXPECTED RISK CONTROLS	FURTHER PLANNED ACTIONS	WHO WILL CARRY IT OUT?	SIGNED OFF
Fire	Fire risk assessment inspection by competent person carried out. Fire extinguishers provided where necessary http://www.hse.gov.uk/event-safety/fire-safety.htm			
Injuries	First Aid risk assessment carried out using HSE tool. http://www.hse.gov.uk/firstaid/needs-assessment.htm			
Slips/trip or falls	Site inspection by competent person before the event starts and any hazards will be removed. Regular checks of the area throughout the time the event is running			
Back injuries from lifting and carrying	Suitable Manual Handling equipment made available.			
Electric shock or fire	A competent person to check the installation before event starts.			
Falls from height/ladder use	Ladders checked in good condition and most appropriate equipment to be used for each task e.g. step ladder or MEWP where required. Supervision put in place and area			

	cordoned off.			
LPG gas	Equipment has Gas Safety Certification by a registered Gas Safe Engineer. Any bulk LPG storage will be in a ventilated secure enclosure No-smoking safety signage to be displayed. http://www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-in-mobile-catering-vehicles-and-similar-commercial-vehicles-may-2000/			
Structural collapse (Marquees)	Any structure will be built by a competent experience person and checked before use.			
Adverse weather	Effective arrangements to cancel the event will be put in place			
Inflatable play equipment	All equipment registered with the PIPA inflatable play Inspection Scheme www.pipa.org.uk http://www.hse.gov.uk/entertainment/fairgrounds/faqs.htm			
Vehicles	Clear demarcation of vehicle and pedestrian routes Designated person to control vehicle access http://www.hse.gov.uk/event-safety/transport.htm			

Overcrowding & crowd control	A maximum number of entrants to the event has been set and is proactively monitored. http://www.hse.gov.uk/event-safety/crowd-management.htm			

EVENT SPECIFIC RISKS: Where applicable, for advice and guidance please refer to the appropriate governing body i.e. Dog Shows = The Kennel Club Tai Chi = Tai Chi Union for Great Britain				
HAZARD	**EXPECTED RISK CONTROLS**	**FURTHER PLANNED ACTIONS**	**WHO WILL CARRY IT OUT?**	**SIGNED OFF**

NAME: Contact Tel Number: