



Date :	Event / Venue :
---------------	------------------------

Completed by :

Event	Potential Hazard	Who is at risk	Control Measures	Risk Rating	Preventative Measures	Responsibilities	Initials to confirm risk considered.
Town Show	Injury to persons participating in Town Show parade	Swimmers & helpers	Ensure behaviours and activities are low risk. Challenge any behaviours that could be hazardous. Ensure vehicle is adequately insured	Medium	Helpers to supervise participants and check inappropriate behaviour . Emergency contact numbers to be held for all participants.	All personnel	
Hainault Forest Fun-day	Injury to persons participating in event.	Swimmers & helpers	Ensure behaviours and activities are low risk. Challenge any behaviours that could be hazardous.	Low	Helpers to supervise participants and check inappropriate behaviour . Young participants must have responsible adult present.	All personnel	
Adventure Island Southend	Injury to persons participating in event.	Swimmers & helpers	Ensure behaviours are acceptable. Challenge any behaviours that could be hazardous. Arrange regular meet-ups to ensure all attendees are safe.	Medium	Helpers to supervise participants and check inappropriate behaviour. Young participants must have responsible adult present. Mobile phone numbers to be held.	All personnel	
Disco party	Injury to persons participating in event.	All attendees	Ensure behaviours are acceptable. Challenge any behaviours that could be hazardous.	Low	Helpers/organisers to monitor participants and check inappropriate behaviour . Young participants must have responsible adult present.	All personnel	