



# Purley on Thames Parish Council

## EVENT RISK ASSESSMENT PROFORMA

Name of Event:			
Date(s) of Event:			
Location:			
Estimated No's Attending:	Over 16		16 and below
Responsible Person in Charge:			
Address for Person in Charge:			
Contact No for Person in Charge:			

Identified Potential Risk	Mitigating Action Planned

Form completed by:		Date:	
--------------------	--	-------	--

## Notes for Completion of Event Risk Assessment Proforma

Completion of the Risk Assessment is not intended to be an onerous task. It is just intended to try and help you identify some of the unwanted things that might happen during your event and help you put in place some simple actions to help mitigate the risks should they occur.

First consider the nature of your event and the unwanted events that could occur at such an event. Next consider what you could do to help you cope with such an event should it happen. It is quite possible for your event to have no risks and hence no actions are required. In such cases the completion of the top half of the form demonstrates that you have at least thought about it. If you run a regular event which is always of a similar nature then one Event Risk Assessment Proforma can be used to cover all the events.

Some examples are shown below. While several possible mitigating actions are shown you do not need to choose all of them or even the ones shown; you could choose others:

### Kids Party

Identified Potential Risk	Possible Mitigating Actions
Children may injure themselves during play or be taken ill	First Aid Kit available First Aider available Mobile phone to contact parents/guardian, emergency services, if needed An adult supervisor for every 10 children.

### Football Match

Identified Potential Risk	Possible Mitigating Actions
Players may be injured Spectators may be injured	First Aid Kit available First Aider available Mobile phone to contact relatives, emergency services, if needed Ground Stewards

### BBQ

Identified Potential Risk	Possible Mitigating Actions
Risk of fire Risk of burns	Suitable fire extinguishers available (Foam) First Aid Kit available First Aider available Mobile phone to contact emergency services, if needed Ground Stewards

The above examples are only intended to demonstrate the sort of occurrences a Risk Assessment should contain. Each event will create its own risks depending on what you are planning to do and it is not possible to provide examples that would cover every eventuality. You may also see other risks and/or mitigating actions to those mentioned above which could be equally valid.

If you need further advice please contact a member of the Parish Council, the Parish Clerk or Asst. Clerk.