Risk Assessment Template

All risk management plans should include the below risk assessment tool.

What are the hazards?	Risk Rating	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	*H (B3)*	*Organisers, volunteers and participants may be injured if they trip over objects or slip on spillages*	*All areas are well lit and all trip hazards have either been removed or covered. Volunteers will be reminded to stay on the lookout for any hazards as well and the site will be reviewed each morning and night of the event to ensure there are no slip and trip hazards.*	*Ensure Insurance covers all stakeholders that could be affected.*	*Organisers and Volunteers*	*Each day/night of event dates*	