

Event:

Date:

Event Risk Assessment Template

| | | |
|--|---|--|
| Event Office <i>(Insert address)</i> | Tenancy Dates: Build up: Open: Break down: | Venue: |
| | | Halls in use: |
| | | Rooms in use: |
| Risk assessment undertaken by: | Event Director: | Distribution: <i>e.g.</i> <ul style="list-style-type: none">• <i>Event Management Team</i>• <i>Floor Managers</i>• <i>Contractors</i>• <i>Venue</i> |
| Signed: Date: | Signed: Date: | |

Overview of Event (Brief Description including any after show/outside events such as an exhibitor party)

Event:

Date:

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|---|
| Risk Profile |
| Is there any overhead rigging? Yes/No |
| Number of Raw Space Stands |
| Number of Complex* Stands/Structures |
| Are there any complex** lifts? |
| Maximum expected attendance at any one time |

* A complex structure is any structure which requires structural calculations or includes any of the following:

- A multi deck structure
- Is over 4m in height
- Suspended loads over 400 kg
- Sound and lighting towers
- Tiered seating
- Stages and platforms for public use over 0.6m

** Complex lifts are over 2m, or over 5,000 kg

Event:

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| Hazard | Risk Level L/M/H | Controls | Revised Risk Level L/M/H |
|---------------|-----------------------------|-----------------|-------------------------------------|
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