**RISK ASSESSMENT FORM**

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| **Name: Business name/Description:** | | | | |
| **Assessment Date:** | **Review Date:** |  | **RISK LEVEL: 1 very low, 2 Low**  **3 Moderate, 4 High** | |
| **What are the hazards** | **Who is at risk** | **What are you doing to manage the risk** | **Further controls to reduce the risk** | **Risk Level** |
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| **Signature** | **Date:** | **Please see Guidance Notes overleaf** |

##### Linslade Canal Festival 2023

##### Risk Assessment Guidance Notes

There is a legal requirement to carry out a risk assessment for event activities and the following guidelines may help you. Please note however that it is your responsibility to carry out all necessary risk assessments which must take into account the circumstances of the event you are attending.

**Identifying hazards**

Any hazards should be identified, particularly those relating to individual activities and any equipment you may be using. A hazard is something that could potentially cause harm. Examples of the types of hazards that should be recognised are:

* slipping, tripping or falling hazards
* fire hazards
* chemicals or other substances hazardous to health e.g. fumes
* Moving parts of machinery
* Manual handling activities.
* Any possible risk from demonstrations or activities
* Guy ropes and tent pegs

Make sure you identify any other hazards associated with your activities at the event.

**People at risk**

For each hazard you identify, you should list anyone that may be affected, such as:

* employees
* volunteers
* members of the public.
* children or elderly persons

Care should be taken to identify others who may be affected.

**Existing Controls - Assessing the risk**

After identifying a hazard you must assess the extent of any risk and state what control measures you will take to reduce it. You should list existing controls and assess whether any further controls are needed.

Classify risks into high, medium and low. For example:

High An unsecured marquee being used in adverse weather conditions

Medium A display of animals in a roped off arena.

Low A wool spinning demonstration in a craft tent

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. For example:

* Preventing access to the hazard
* Restricting access to the hazard by signposting, roping off etc
* Implementing procedures to reduce exposure to the hazard

**Record the risk assessment findings**

Please use the attached Risk Assessment Form to record all significant hazards, the nature of the risks, and the actions required to control them.