

# Risk assessment checklist

## Food and drink

Make sure any caterers have food hygiene certificates as well as public liability insurance. When choosing a caterer, it's best to choose someone who has experience of the type of event you're planning. If food is not being prepared by a caterer, ensure that everyone preparing food is made aware of the Food Standards Agency safe food preparation guidelines. If you're serving hot food and drinks, you'll need to reduce the risk of burns e.g. by providing cup holders etc. Try to label any food that may contain ingredients that people are commonly allergic to such as nuts.

## Slips, trips and falls

Think about loose floor coverings, tiles, paving stones, cables etc as well as liquid spillages, maintenance of car parks, yards, steps and paths, potholes, tree roots, unprotected drops, long undergrowth or grass etc. Will wet weather change your risk assessment level? Is lighting adequate in all areas?

## Equipment

It's best to ensure that equipment is always sourced from reputable suppliers, is in good working order, has been tested prior to your event and is handled safely. You may need to provide training for anyone handling machinery or equipment. Remember to store your equipment securely.

## Electricity

Ensure all electrical appliances are in good condition and sourced from reputable suppliers.

## Gas

Ensure all gas appliances and equipment is in good condition and will be used and stored safely. Gas boilers need regular maintenance and gas cylinders need to be used, stored and changed safely.

## Hazardous substances

Any hazardous substance such as pesticides, petrol, cleaning fluids etc need to be stored correctly and out of reach of children. Personal protective equipment such as gloves and goggles may need to be provided.

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## First aid emergencies

Will you be providing first aid equipment? Will there be professionals with first aid training on site?  
Is the procedure for dealing with accidents known by the people?

## Manual handling

Think about what needs to be moved and who will be moving it. Remember to consider whether you can just avoid man handling activity. You may need to provide aids to manual handling e.g. trolleys or protective clothing as well as train people for safe manual handling.

## Working at height

Make sure anyone changing light bulbs, putting up decorations, getting on ladders etc is safe and knows of all safety arrangements you have put in place. Ensure ladders are in good condition and used securely.

## Vehicle movement

You'll need to think about how to keep pedestrians safe from vehicles, how to control traffic. You may need to provide car park stewards as well as clear entrance and exit routes for emergency vehicles.

## Fire

Combustible materials, flammable liquids or accumulations of waste can be a fire hazard as well as sources of heat such as people or people smoking. You'll need to make sure all fire exits and escape routes are well signed and accessible, fire detection and fire fighting equipment is installed and evacuation plans are in place and have been communicated to everyone.

## Personal welfare and safety

Make sure safety arrangements are in place for anyone handling large amounts of money, working alone or in the dark and they are able to call for assistance if necessary. Also ensure that everyone can access refreshments and take breaks.

## Money collecting and handling

You'll need to appoint someone in charge of handling cash and ensure there is a secure place to collect, count and store money.

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## Other activities and hazards

These include:

- ✓ Miscellaneous hazards such as people being hit by golf balls, people mixing with wildlife or falling branches.
- ✓ There may be specific hazards relating to the elderly, pregnant women or disabled people. Have you provided disabled access?
- ✓ Have you made arrangements for adverse weather?
- ✓ Are arrangements in place for lost children?
- ✓ Have you carried out DBS checks / reference checks on all those working with children or vulnerable adults?
- ✓ Will children need parental permission to attend the event?
- ✓ Will alcohol be on sale and if so, will you need a license? Ensure any sellers do not sell alcohol to children under 18.
- ✓ Will you need other licenses such as those for playing music?
- ✓ Do you have arrangements in place for managing a major incident such as a death, serious injury, bomb threat etc..?