

Appendix 2b: Risk Assessment template

Model Risk assessment template

Wherever possible, the Society shall aim to use the venue provider's bespoke Risk Assessment template. Where such templates are not available the Society may take recourse to the following template to perform its own Risk Assessment of an event it organizes.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Example: Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, and offices cleaned each evening.	Better housekeeping, e.g. clear up spills immediately.	All volunteers, members.		
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