

Event Risk Assessment

An event risk assessment covering setup, public opening and breakdown, crowd movement, contractors, weather, emergency arrangements and review.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This supports event planning. It does not grant a licence, determine a safe crowd capacity or replace specialist structural, medical, security or fire planning.

HSE describes the organiser's responsibility to coordinate activities and maintain overall event safety. Planning needs to cover the people and work involved, with active monitoring during the event and arrangements for incidents and emergencies.

2. Event profile

Event name, venue and organiser *

Setup, event and breakdown dates *

Expected attendance and capacity assessment reference

Audience needs and accessibility arrangements

Site layout and revision

3. Phase hazards

Event hazard (copy this block for each one)

Phase * (choose one)

☐ Setup ☐ Open to public ☐ Breakdown

Activity or location *

Hazard and people affected *

Controls and responsible role *

Remaining risk and escalation trigger

4. Coordination

Entrances, queues, circulation and exits *

Weather monitoring and stop or cancellation criteria

Record who monitors conditions, where the decision criteria come from and how a change is communicated.

Contractor coordination, deliveries and temporary structures

Emergency coordination, communications and medical arrangements *

5. Readiness and monitoring

Pre-opening inspection reference

Staff and steward briefing record

Monitoring responsibilities and review times

Layout and readiness evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.