

Sample Event Risk Assessment

DISCLAIMER: This event risk assessment template is provided as a sample outline only and is not intended for direct implementation. It may not cover all potential risks or specifics of any particular event. Any individual or entity seeking to use or adapt this template should consult with relevant professionals, conduct thorough risk assessments, and ensure full compliance with local regulations and legislation. Rugby Borough Council does not assume any liability for any actions taken based on this template.

Activity / Area of Concern	Hazards Identified	Persons at Risk	Current Risk Factor (high, medium, low)	Control Measures (Actions to be taken to minimize each risk)	New Risk Factor (high, medium, low)
SITE MANAGEMENT					
Public entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	<ul style="list-style-type: none"> • Entrance / exit constructed to allow easy access for disabled people. • Entry supervised by identifiable marshals carrying mobile radios to summon assistance from event control. • First aiders and emergency services on site. • Catering outlets must be located away from entry or exit points. 	Low
Number of marshals for the event				<ul style="list-style-type: none"> • Number of marshals is determined based on event size and complexity. 	

Emergency evacuation procedure	Fire	Members of the public	High	<ul style="list-style-type: none"> • Procedures in place for emergency evacuation, including methods of egress, designated assembly points, marshalls, information boards for the public, PA system, and emergency services contact information. • Review for medium risk factors. 	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	<ul style="list-style-type: none"> • Provide adequate first aid cover. • The number of qualified first aiders to be present for the event is determined based on event size and expected attendees. 	Low
Care of children	Lost children	Members of the public - children	High	<ul style="list-style-type: none"> • Clearly identified lost children point. • Identifiable marshals • PA system in place • Review for medium risk factors 	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	<ul style="list-style-type: none"> • Ensure enough toilets are present at the site for the expected number of attendees 	Low

				<ul style="list-style-type: none"> • Provide portaloos as necessary OR use public toilets on site • Review for low-risk factors. 	
Car Parking	Injuries caused by moving vehicles	Members of the public – particularly children / competitors	Medium	<ul style="list-style-type: none"> • Designated signed parking areas. Drive to be kept clear to allow access to emergency vehicles. • Mandatory 5 mph speed limit enforced by signs • A one-way traffic system in place • Car parking is supervised by identifiable marshals carrying mobile radios to summon assistance from control. • First aiders and ambulance on site • Specifically designated area for disabled parking • Procedures must be in place, and a suitable towing vehicle available to remove vehicles from the site in the event of very wet ground conditions. 	Low
Risk of Fire	Burn or smoke injuries	Members of the public, particularly	Medium	<ul style="list-style-type: none"> • Ensure a fire risk assessment for the event, 	Low

		people with disabilities and children/ staff / event participants/ contractors		<p>complying with legal requirements, is produced.</p> <ul style="list-style-type: none"> • Notify the fire Service for large or high-risk events. • Roads / emergency exits patrolled and kept clear by identifiable fire marshals carrying mobile radios to summon assistance from control. • Ensure a system is available to broadcast any evacuation instructions 	
Wet Weather	Vehicles unable to get off grass / public slips / ground damaged	Members of the public and contractors / emergency service vehicles	Medium	<ul style="list-style-type: none"> • Develop and implement a plan for management of adverse weather, including event cancellation or prohibition of parking on grass areas. 	Low
Strong Winds	Falling trees or debris; marquees lifting / blowing; other flying or rolling objects	Members of the public, children, competitors, staff	High	<ul style="list-style-type: none"> • Monitor weather forecasts and actual weather for the event. Cancel or postpone the event if strong winds or gusts are likely to exceed 30mph. • Plan event elements away from trees where possible. 	Low

Litter	Litter or other debris generated by the event	(Complaints from) Members of the public	Medium	<ul style="list-style-type: none"> • Arrange for a litter pick immediately after the event. 	Low
Use of companies / operators	Various	Various	Medium	<ul style="list-style-type: none"> • Ensure compliance with the operator's risk assessments and safe working practices 	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	<ul style="list-style-type: none"> • Ensure that individuals working with children are DBS checked and other relevant security vetting / checks as required. 	Low
Crowd Management	Pinch points / overcrowding / potential conflicts	Members of the public	High	<ul style="list-style-type: none"> • Ensure an appropriate number of identifiable marshals are on site with communications. • Marshals to be fully briefed before the event. • Organise trained / experienced marshals at entry points. 	Medium
Public Address (PA) system	Cables catch fire or electrocute / trip hazard from cables	Members of staff / public	Medium	<ul style="list-style-type: none"> • Have all electrics checked by a qualified electrician. • Implement cable management system to make safe walkways etc. 	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	<ul style="list-style-type: none"> • Minimise vehicle movements. • Isolate the area with barriers to keep the public 	Low

				<p>away from moving exhibits.</p> <ul style="list-style-type: none"> • Enforce a mandatory 5 mph speed limit with signs and identifiable marshals carrying mobile radios to request support. • Ensure first aiders are on site. • Ensure suitable access and egress for emergency vehicles. • Ensure all vehicles are on site before the event. 	
Counter Terrorism Measures	Unprotected public-facing areas where vehicles could approach crowds	Attendees, staff, public	High	<ul style="list-style-type: none"> • Site-specific assessment of perimeter and approach routes • Identification of vulnerable points (open plazas, wide pavements) • Liaison with local authority and police where appropriate • Consideration of temporary or passive mitigation 	Medium
Counter Terrorism Measures	Event activity located close to unrestricted	Attendees, performers	High	<ul style="list-style-type: none"> • Layout design to maintain standoff distances • Reorientation of entrances/stages away 	Medium

	highways or service roads			<p>from direct vehicle approach</p> <ul style="list-style-type: none"> • Soft-perimeter measures introduced 	
Counter Terrorism Measures	Informal congregation points outside cleared perimeter (e.g. smokers, queues)	Attendees, staff	Medium	<ul style="list-style-type: none"> • Designated external congregation points identified • Steward presence to discourage crowd build-up • Signage encouraging movement 	Low
Counter Terrorism Measures	Absence of physical Hostile Vehicle Mitigation (HVM) due to cost, environment, or planning constraints	Attendees, public	High	<ul style="list-style-type: none"> • Formal documented justification recorded within RA • Alternative mitigation measures identified and implemented • Police and local authority advice considered • Risk accepted at senior management level 	Medium
Counter Terrorism Measures	Over-reliance on stewards without physical mitigation	Stewards, attendees	Medium	<ul style="list-style-type: none"> • Clear staff role boundaries defined • No expectation for staff to intervene physically • Staff positioned for observation and communication only 	Low

Counter Terrorism Measures	Reputational and legal risk under Martyn's Law due to lack of demonstrable action	Organisation, event organiser	High	<ul style="list-style-type: none"> Evidence-based RA completed Proportionate measures aligned with event size and profile Documentation retained to demonstrate compliance 	Low
Counter Terrorism Measures	Temporary HVM incorrectly installed or positioned	Attendees, staff	Medium	<ul style="list-style-type: none"> Installation carried out by competent contractors Layout agreed in advance via site plan Visual inspections conducted pre-event 	Low
Counter Terrorism Measures	Soft mitigation measures (e.g. street furniture, planters) being ineffective	Attendees	Medium	<ul style="list-style-type: none"> Measures selected based on hostile vehicle deterrence principles Placement prevents direct vehicle run-up Supplemented with stewarding and layout controls 	Low
Counter Terrorism Measures	Crowd displacement caused by HVM layout changes	Attendees	Medium	<ul style="list-style-type: none"> Crowd flow modelling considered during design Clear signage and steward guidance provided Entrances widened where required 	Low
ACTIVITIES					

Face Painting	Allergy to paints	Members of the public / children	Medium	<ul style="list-style-type: none"> • Erect signs regarding allergies and skin conditions. • Ensure parents / guardians sign forms regarding allergies and permissions. • Require public liability insurance cover. 	Low
Sponsored Walk	Trip hazards, dehydration, heat exhaustion	Entrants / members of the public	Low	<ul style="list-style-type: none"> • Inspect the route before the walk commences. • Clearly identify and address hazards. • Provide drinks and access to fresh drinking water. • Provide adequate first aid cover. 	Low
Catering – Food / Drink	Food poisoning / allergic reaction / fire	Members of the public	Medium	<ul style="list-style-type: none"> • Ensure caterers are registered with local authority re Food Hygiene Certificate • Provide access to hot water and soap or antibacterial wipes for food handlers. • Clearly display ingredient information. 	Low

				<ul style="list-style-type: none"> • Ensure fire extinguishers are mandatory in all catering units. 	
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	<ul style="list-style-type: none"> • Equip cash collection points with mobile radios • Instruct inconspicuous persons to make regular collections from cash collection points. • Remove cash to a secure area for counting and banking. • Notify the police of the event. 	Low
Barbeque	Fire hazards / burns/ food uncooked, ingesting fire / lighting products	Members of the public in particular children / anyone consuming foods	High	<ul style="list-style-type: none"> • Fence and secure the Barbeque area • Remove ashes when cold • Use gloves • Provide a fire extinguisher and / or a bucket of sand • Ensure food hygiene, use a food thermometer probe, and clean surfaces properly. • Supervise the barbecue at all times. 	Medium

				<ul style="list-style-type: none"> • No lighting liquid allowed, only lighting blocks. 	
5-a-side football	Football hitting person / sports injury	Competitors / spectators	Medium	<ul style="list-style-type: none"> • Inspect the area before races to ensure safety. • Clear the area of any hazards. • Provide fully qualified referees. • Ensure first aiders are on site. • Arrange for similar age groups play together. 	Low
Stalls (tombola, bric-a-brac etc)	Collapsing tables / unsuitable goods	Members of the public / stall holders	Medium	<ul style="list-style-type: none"> • Ensure tables are sturdy and prevent overloading • Ensure no sale of unsuitable goods 	Low
Children's Entertainment	Molestation / abduction	Children	Medium	<ul style="list-style-type: none"> • Ensure children are supervised by parents at all times. No children should be left alone. • Ensure the entertainer is qualified and certificated. 	Low
Marquee / Gazebo	Trip hazards via ropes / stakes	Members of the public / staff	Medium	<ul style="list-style-type: none"> • Ensure the marquee company is certified and has PLI cover. 	Low

				<ul style="list-style-type: none"> • Check and regularly re-check all ropes to ensure they are secure. • Only allow competent / trained persons to erect marquees / gazebos. • Connect any electricity supply with a qualified electrician. • Include marquee / gazebo in fire risk assessment. 	
Fair rides	Noise pollution / burning / being hit by moving rides	Members of the public / adults / children	Low	<ul style="list-style-type: none"> • Keep decibel levels within reasonable limits. • Ensure generators finish at the designated time. • Supervise rides to deny access while moving and allow room between rides. • Ensure fair supplies PLI cover. • Ensure all rides have current H&S certificates. 	Low
Music	Noise pollution	Local residents / event attendees / staff on site	Medium	<ul style="list-style-type: none"> • Ensure compliance with all noise / music conditions. • Work with the environmental health 	Low

				<p>dept to provide advice on noise pollution.</p> <ul style="list-style-type: none"> • Provide contact information for a nominated noise control person. 	
Car Boot Sales	Collapsing tables / unsuitable goods injuries caused by moving vehicles	Members of the public / stall holders / children	Medium	<ul style="list-style-type: none"> • Ensure tables are sturdy and prevent overloading. • Ensure no sale of unsuitable goods. • Implement designated signed parking areas. • Enforce a mandatory 5 mph speed limit. • Ensure car parking is supervised. 	Low
Bright lights, Lasers and Fireworks	Bright lights affect / distractions / fire hazards	Pilots / Members of the public / staff	Medium	<ul style="list-style-type: none"> • Fully comply with civil aviation authority documentation • Ensure completion of fire risk assessments • Ensuring a safe zone away from fire works / set up area 	Low