**(SAMPLE) General Risk Assessment**

**Name and location of event: Approved by:**

**Date and times of event: Position:**

**Name and position of assessor: Date:**

**Date of assessment:**

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| **What are the hazards?** | **Who might be harmed and how?** | **Risk rating**  **High / Medium** | **What are you doing already?** | **What further action is needed?** | **By whom** | **By when** | **Done** |
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**Identifying the hazards**

All hazards should be identified including those relating to the individual activities and any equipment. A

hazard is something with the potential to cause harm. Only note hazards which could result in significant

harm.

**Identifying those at risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list

groups of people.

**Assessing the risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control

measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should

list the existing controls and assess whether or not any further controls are required.

**Record the risk assessment findings**

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the

risks, and the action required to control them. Keep this for future reference or use. You could also refer

to other documents you may have, such as manuals, codes of practice etc.

**Review and revise**

If the nature of the risks change during the planning of the event, the risk assessments will need to be

reviewed and updated.

**Information**

Where the risk assessment has identified significant risks, you must provide information to all those

affected, regarding the nature of the risk and the control measures to be implemented.