

Risk assessment form

Event name: Click here to enter text.

Event date: Click here to enter a date.

Please complete the following form for your upcoming event with the guidance of the Community Fundraising Officer from Turn2us.

* First version needs to be completed 2 months prior to date of event.
* Final version needs to be completed 1 month prior to date of event.
* Final version MUST include a detailed map of venue, which includes any hazards and emergency zones.

The final version must be typed only.

Guidance notes for completing a risk assessment

Hazard means the potential to cause harm

Risk means the degree of likelihood that a hazard will cause harm

Persons at risk who may be affected by the risk

Risk therefore reflects both the likelihood that harm will occur and its severity

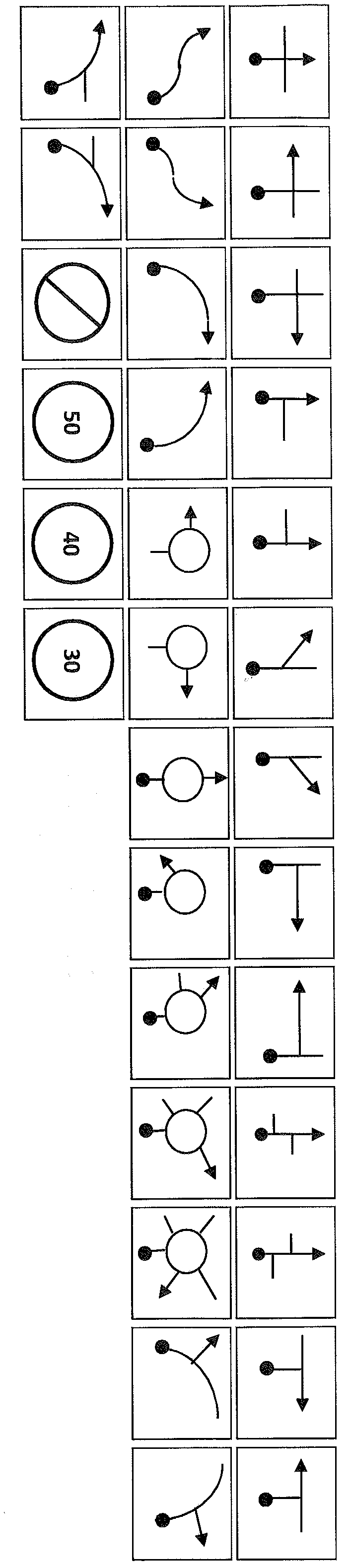
Risk assessment is controlling the level of risk; might be summarised as follows

 Look evaluate act review

Example

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID No.** | **Metres from  start of location** | **Details of Hazard** | | **Risk rating level** | **Persons at risk from hazard** | **Additional measures to  reduce risk to LOW** |
| **1** | **500** |  | **Straight on at  crossroads** | M | A | 11, 23 |

Directional symbols



Generic Risk Assessment Codes

|  |  |  |
| --- | --- | --- |
| Hazard Risk Rating Level | Persons at Risk | Measures to reduce Risk to low  (items 1-7 to be included in all events, and the whole course) |
| H = HIGH | A – Competitors | 1. Code of practice advanced signing on approach to course |
| M = MEDIUM | B – Spectators | 1. Code of practice safety signage evident |
| L = LOW | C – Organisers / Marshalls | 1. Safety briefing to all competitors |
|  | D – On-coming traffic | 1. Safety briefing to all marshals |
|  | E – Passing traffic | 1. Compliance with traffic law by Competitors/Officials/Marshalls |
|  | F – Crossing from right | 1. All marshals to wear bright coloured clothing |
|  | G – Crossing from left | 1. Advanced liaison with interested parties |
|  | H – Turn2us | 1. Road closure |
|  | I – Others: specify | 1. Additional approach signs |
|  |  | 1. Junction to be marshalled by :\_\_\_\_ number of marshals |
|  |  | 1. Traffic signals to be manually controlled |
|  |  | 1. Traffic signals to be marshalled |
|  |  | 1. Pedestrian crossings to be marshalled |
|  |  | 1. Marshals to have method of communication |
|  |  | 1. Officials to be identifiable |
|  |  | 1. Not open during event |
|  |  | 1. Establish time of other events and review |
|  |  | 1. Physical protection (e.g. straw bales) |
|  |  | 1. Signposted for competitors |
|  |  | 1. Protected by traffic coning |
|  |  | 1. Protect access/egress for emergency vehicles |
|  |  | 1. Marshal with authority to stop traffic (when allowed) |
|  |  | 1. Specify |

Risk Assessment

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk assessment conducted by:** | | Click here to enter text. | | | | | | | |  | |
| **Date of original risk assessment:** | | Click here to enter a date. | | | | | | | | **Date of final review:** | | | | | | | | | | | Click here to enter a date. | | | |  | | | |
|  |
| **Name of organising group:** | | Click here to enter text. | | | | | | | | | | | | | | | | | |  | |  | | |  |
| **Event website:** | | Click here to enter text. | | | | | | | | | | | | | | | | | |  | |  | | |  |
|  | |  | | | | | | | | | | | | | | |  | | | | |  | | | |  | |
| **Event venue:** | | Click here to enter text. | | | | | | | | | | | | | | | **Post Code:** | | | | | Click here to enter text. | | | |  | |
| **Start area location (please include on attached map):** | | Click here to enter text. | | | | | | | | | **Finish area location:** | | | | | | | | | | | Click here to enter text. | | | |  | |
| **Race timings** | | **Start:** | | Click here to enter text. | | | | | | | | | | | | **Finish:** | | | Click here to enter text. | | | | | | |
|  | |  | | | | | | | | |  | | | | | | | | | | |  | |  | |
| **Event type: (please tick)** | | **Fun run** | | | |  | | **Distance:** | | | | | | Click here to enter text. | | | | | | | | | | | |
|  | | **Sale** | | | |  | |  | | | | | | | | | | | | | | | |  | |
|  | | **Lunch** | | | |  | |  | | | | | | | | | | | | | | | |  | |
|  | | **Concert** | | | |  | |  | | | | | | | | | | | | | | | |  | |
|  | | **Other** | | | |  | | **Description:** | | | | | | | Click here to enter text. | | | | | | | | | | |
|  | |  | | | | | | | | |  | | | | | | | | | | |
| **Lead organiser's name:** | | Click here to enter text. | | | | | | | | | | | | | | | |  | | | |  | |  | |
| **Address:** | | Click here to enter text. | | | | | | | | |  | | | | | | | **Postcode:** | | | | | Click here to enter text. | | |
|  | |  | | |  | | | |
| **Mobile telephone number:** | | Click here to enter text. | | | | | | | | | | | | | | | |  | | | |  | |  | |
| **Home telephone number:** | | Click here to enter text. | | | | | | | | | | | | | | | |  | | | |  | |  | |
| **Email address:** | | Click here to enter text. | | | | | | | | | | | | | | | |  | | | |  | |  | |
| **Staff member name:** | | Choose an item. | | | | | | | | | | | | | | | |  | | | |  | |  | |
| **Staff member email address:** | | Choose an item. | | | | | | | | | | | | | | | |  | | | |  | |  | |
|  | |  | | | | | | | | |  | | | | | | | | | | |  | |  | |
| **Name of local authority: (please include contact details)** | | Click here to enter text. | | | | | | | | | **Has approval been received?  If not required enter n/a** | | | | | | | | | | | Click here to enter text. | | | | |
| **Name of police authority: (please include contact details)** | | Click here to enter text. | | | | | | | | | **Has approval been received?  If not required enter n/a** | | | | | | | | | | | Click here to enter text. | | | | |
| **First aid officers: (please include contact details)** | | Click here to enter text. | | | | | | | | | **Estimated number of participants:** | | | | | | | | | | | Click here to enter text. | |  | |
|  | |  | | | | | | | | |  | | | | | | | | | | |  | |  | |
|  | | |  | | | |  | | | | | |

Overview of event:

If other, please specify:

Choose an item.

Click here to enter text.

Course ID

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Run Route | | A | B | C | D |
| Whole event codes (1-7) | | |  | Risk level | Persons | Measure to | Additional measure |
| ID No. | Metres from start  Detail Hazard | Symbol | Description | H/M/L | at risk A - I | reduce risk 9 - 30 | to reduce risk to LOW NAME & ROLE |
| 1 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
| 2 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item.  Choose an item. | Click here to enter text. |
| 3 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
| 4 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
| 5 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
| 6 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
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| 12 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
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| 16 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |
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| 30 | Click here to enter text. |  | Click here to enter text. | Choose an item. | Choose an item. Choose an item. | Choose an item. Choose an item. | Click here to enter text. |

Please sign off risk assessment when final version is complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Lead organiser*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Turn2us staff member*