

Risk Assessment Form



Activity to be assessed:

Date of assessment:

Name of assessor:

Organisation:

STEP 1 Activity / process / occupation	STEP 2 What hazards to health and/or safety exist?	STEP 3a Precautions already taken?	STEP 3b Risk level achieved? (H, M or L)	STEP 4 Are additional measures necessary?

STEP 5 Please inform all your volunteers of the hazards you have identified and the measures you have taken to control potential risks. Keep this record of your assessment for future reference, review and implement it before and during your event.

Risk assessment example (Please remember that your own assessment must be specific to your property/event.)

H = High M = Medium L = Low

Activity to be assessed: *Open Day at Sculptor's Studio*

Activity / process / occupation	What hazards to health and/or safety exist?	What risks do they pose to volunteers/staff and visitors?	Precautions already taken?	Risk level achieved? (H, M or L)	Are additional measures necessary?
Visitors to private property for purpose of open studio event for HomeGrown Festival	<p>Machinery/ equipment on view.</p> <p>Items for sale on view.</p> <p>Cash on premises.</p>	<p>If unattended, could cause injury.</p> <p>If unattended could be stolen/ broken/damaged.</p> <p>If unattended could be stolen.</p>	<p>Any equipment not necessary for the weekend to be locked away. Other equipment not to be left unattended.</p> <p>Nothing will be left unattended at any time.</p> <p>Money will be locked away in a cash box.</p>	<p>M</p> <p>L</p> <p>L</p>	<p>Some equipment is needed for demonstrations, but will be locked away when not in use. Parents will be asked to keep an eye on their children.</p>