[A picture containing drawing

Description automatically generated](https://bit.ly/3aZ3XiK)**EVENT MANAGEMENT RISK ASSESSMENT TEMPLATE**

|  |  |
| --- | --- |
| EVENT NAME | EVENT MANAGER |
|  |  |
| EVENT / VENUE ADDRESS | EVENT DATE |
|  |  |
| EVENT DESCRIPTION |  |
|  | A screenshot of a cell phone  Description automatically generated |

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| **CATEGORY /  AREA OF CONCERN** | **POTENTIAL HAZARD(S)** | **RISK  LEVEL** | **SEVERITY LEVEL** | **PROBABILITY LEVEL** | **CONTROL MEASURES** | **OWNER** | **NOTES** |
| **GENERAL RISKS** |  |  |  |  |  |  |  |
| Trip and fall |  |  |  |  |  |  |  |
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| **CATEGORY / AREA OF CONCERN** | **POTENTIAL HAZARD(S)** | **RISK LEVEL** | **SEVERITY LEVEL** | **PROBABILITY LEVEL** | **CONTROL MEASURES** | **OWNER** | **NOTES** |
| **TRAFFIC MANAGEMENT** |  |  |  |  |  |  |  |
| People crossing road |  |  |  |  |  |  |  |
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| **GUEST AMENITIES** |  |  |  |  |  |  |  |
| Restroom facilities |  |  |  |  |  |  |  |
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| **CATEGORY /  AREA OF CONCERN** | **POTENTIAL HAZARD(S)** | **RISK  LEVEL** | **SEVERITY LEVEL** | **PROBABILITY LEVEL** | **CONTROL MEASURES** | **OWNER** | **NOTES** |
| **EMERGENCY / MEDICAL AID** |  |  |  |  |  |  |  |
| First aid stations |  |  |  |  |  |  |  |
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| **TEMPORARY STRUCTURES** |  |  |  |  |  |  |  |
| Tents and booths |  |  |  |  |  |  |  |
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| **CATEGORY /  AREA OF CONCERN** | **POTENTIAL HAZARD(S)** | **RISK  LEVEL** | **SEVERITY LEVEL** | **PROBABILITY LEVEL** | **CONTROL MEASURES** | **OWNER** | **NOTES** |
| **FOOD SERVICES** |  |  |  |  |  |  |  |
| Food license requirements |  |  |  |  |  |  |  |
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| **ALCOHOL SERVICES** |  |  |  |  |  |  |  |
| Alcohol license requirements |  |  |  |  |  |  |  |
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| **CATEGORY /  AREA OF CONCERN** | **POTENTIAL HAZARD(S)** | **RISK  LEVEL** | **SEVERITY LEVEL** | **PROBABILITY LEVEL** | **CONTROL MEASURES** | **OWNER** | **NOTES** |
| **CHEMICALS AND SUBSTANCES** |  |  |  |  |  |  |  |
| Cleaning products |  |  |  |  |  |  |  |
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| **OTHER** |  |  |  |  |  |  |  |
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