**EVENT MANAGEMENT RISK ASSESSMENT TEMPLATE**

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| --- | --- |
| 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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