

EVENT RISK ASSESSMENT

To be used by supporters organising their own fundraising events

Event Name:		Event Location:	
Date of Event:	Date of Assessment:	Your Name:	Signed:
What is the hazard or risk and what may it cause?	Who is at risk:	What can you do to minimise the risk?	Is there anything else you can do?
<i>e.g. Moving furniture or equipment during set up, causing injury</i>	<i>Event organiser or helpers</i>	<i>Ask for help, bend knees to lift heavy items, don't carry more than you can manage</i>	<i>Use a sack trolley, use a vehicle to move things as close as possible</i>
<i>e.g. Handling cash, risk of loss</i>	<i>Event organiser, helpers, attendees, loss of money</i>	<i>Nominate a person to be responsible for all monies taken on the day</i>	<i>Have a secure place to remove excess cash to on a regular basis</i>