**Department/Club/Society:**

**Event/Activity & Location: Date of Risk Assessment:**

**Date of Event/Activity: Completed by:**

Please look at the Risk Assessment Guidance Document before completing this form.

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| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Adults and volunteers and general public | Participants and volunteers, safeguarding concerns | * Briefing pre session to all volunteers- re Safeguarding, equipment and workspace. * Contacting police if necessary * Named person responsible for child protection on the day – Jenine Watt * Children that can’t have their photographs taken to be given a sticker to wear * All parents briefed that they are responsible for their own children throughout the event. | T-shirts provided for volunteers to wear |  |  |  |
| Child Absconder | Children - getting lost, risk of fatality due to traffic. | * Volunteers briefed to look out for unsupervised children, particularly meeters and greeter * Good staff to child ratio * Unaccompanied children will not be allowed in. * 1st Aider present at all times. * Parents briefed that they are responsible for their children at all times * All children signed in * All Volunteers told how many children are present * Volunteer in the entrance / exit at all times |  |  |  |  |
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