



**Residents Group
Outdoor Event Risk Assessment
Template**

Risk Assessment – Practical Considerations – Small Scale Outdoor Events

Pre-Event Hazard Identification	Checked Yes/No	Risk High/Medium/Low	Notes
Total required number of volunteers and co-ordinators in place and fully briefed/trained in event procedures			
Crowd barriers in place – roads/streets People separate from traffic			
Clear access for emergency vehicles and entrance/exit for traffic			
Adequate traffic management signs			
Adequate number of marshals in position			
Event location free from tripping hazards e.g. potholes, footpath defects, cables			
Conditions underfoot adequate			
Seating and fencing in good condition			
Vegetation has been cut back and made safe			
Weather conditions – any hazards arising?			
All attractions/activities on appropriate sites (footfall and location) – allowing for social distancing and hand hygiene			
Any structures are complete and inspected for safety			
Emergency procedures have been communicated to all volunteers and co-ordinators			
All volunteers/co-ordinators have a means of communicating with the overall event co-ordinator			
First aid station and accessible			
toilets in place			
Adequate waste bins in place			
Adequate lighting in place			