**EVENT RISK ASSESSMENT TEMPLATE**

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| **Opening Event & Location:** |  |
| **Event date(s) and times(s):** |  |
| **Assessment completed by:** |  |
| **Date of completion:** |  |

1. When filling in this form look at the garden and/or venue and think about what could go wrong and what you can do to prevent this.
2. Can the District team and/or the office help to mitigate risks/concerns? For example, do you need signage to warn visitors of potential dangers or additional helpers on the opening day?

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| **What are the associated hazards?** | **Who might be harmed and how?** | **Describe what has been done to prevent harm** | **Do you need to do anything else to manage this risk?** | **Who is responsible for implementation?** | **Date completed** |
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