**Risk Assessment Template**

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| Event / Activity / Programme |  | | | | |
| Activity date / time |  | Activity location/venue |  | | |
| Number of participants |  | Number of staff |  | Supervision ratio |  |
| Event manager during activity |  |

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| Event / Activity / Programme aims and benefits to participants |
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| Logistics summary, use of any external providers or partner organisations |
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**Risk levels:**

*High***:** there is a high chance of an incident occurring and if it did, the consequences could be severe i.e. potentially life-changing or life-threatening

*Medium***:** there is a reasonable chance of an incident occurring and if it did, the consequences could be serious (but not life-changing or life-threatening) OR an incident could occur that would cause serious injuries if it did happen but the likelihood of it happening is low

*Low***:** an incident is unlikely to occur and if it did, the consequences would be minor

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| Risk or hazard i.e. what could go wrong? Who could be harmed and how? | Control measures i.e. what is already in place or planned to reduce the chance of things going wrong? | Risk level after controls |
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| Summary of first aid and emergency plan |
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| Additional actions necessary | Conducted by | Deadline |
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| Person conducting risk assessment |  | Signed  Date |  |
| Line manager risk assessment approval |  | Signed  Date |  |

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| Post-activity risk management comments and recommendations |
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