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**Risk Assessment Pro Forma – Events 2024**

It is a requirement by the organising team that a risk assessment is completed by each individual pitch holder or activity provider for selected event in 2024. Once you have completed the risk assessment, please return it to events@brentwood.gov.uk

Please note that pitch holders and activity providers are responsible for all their own stalls & equipment. There will be no tables, chairs, generators or gazebos provided by the organising team.

**Guidance notes**

When completing the Risk Assessment please identify any potential risks that you are aware of relating to your particular stall or activity.

* Identify the general area of concern – e.g. selling of food, trip hazard, risk of fire, falling or collapsing stall
* Identify the particular Hazard– potential harmful ingredients such as nuts in the food.
* What are putting in place to minimise that hazard – e.g. labelling of all ingredients so that the public are aware
* Identify who would be at risk – i.e. the public, a contractor, stall holder
* What is the worst outcome if this happens? e.g. injury, death
* What is the probability of this happening i.e. very likely, remote
* Do you consider this to be an acceptable risk at this time? – Yes or No
* If no what further actions will you be taking to further minimise this risk.

If you have any questions, please contact Community Services Team on 01277 312764 or email events@brentwood.gov.uk

**Risk Assessment – Events 2024**

**Name of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| Activity/Area of Concern | Hazard Identified | Existing Control Method | Person at risk | Worst Outcome | Probability |
| --- | --- | --- | --- | --- | --- |
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Name of Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_