**Event Plan incorporating Risk Assessment**

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| **Event Name:** | |
| **Location:** | **Event Date:** |
| **Event Organiser:** | **Tel:** |
| **Email:** |

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| Element of Event | Is it a significant issue? | What do we do about it? | Who is responsible? | *Hints & suggestions* |
| Permissions & planning |  |  |  | *The following may be relevant:*  *Road Closure*  *Landowner’s agreement*  *Neighbours liaison*  *Insurance*  *Food safety (for professional caterers)*  *Licences* |
| Sufficient space |  |  |  | *Think about layout for ‘set pieces’ (e.g. eating areas, play space) and for access/ circulation.* |
| Any site Hazards? |  |  |  | *Take care with roads, watercourses, overhead power cables etc.* |
| Enough vehicle & pedestrian access |  |  |  | *Will vehicles need to gain access or go through during the event (including emergency vehicles)?*  *Can they be kept away from pedestrians (especially children)?* |
| Set up arrangements |  |  |  | *Vehicles may need to come on to a site during set-up, but not during the event.*  *Consider if signposting is needed.* |
| Structures |  |  |  | *Do things need to be constructed or secured (if so, where are the instructions)*  *Remember safe access to heights.* |
| Equipment |  |  |  | *Is it in sound condition? For domestic equipment a simple visual check will be enough.*  *Consider using circuit breakers for electrical equipment, and visually checking it for damage before it is connected.* |
| Supervision |  |  |  | *Vulnerable people will only need special supervision if it is a large event. Neighbourhood events with a few families are self- regulating in this regard.* |
| Communication |  |  |  | *Will special communication methods be needed (e.g. to stop the event)? Normally not needed for small scale neighbour events.* |
| Special Features |  |  |  | *If there are special activities, then clear control measures will be needed. For example:*  *Animal events e.g. welfare of animals, safety of visitors, hand washing etc.*  *Barbecues –* [*refer to guidance document*](https://www.southglos.gov.uk/documents/Barbecues-Guidance-Notes.pdf)  *Bouncy castles / trampolines –* [*refer to guidance document*](http://www.southglos.gov.uk/documents/Bouncy-Castle-Guide-for-event-organisers.pdf)  *Bungees etc.*  *Camp Fires –* [*refer to policy document*](http://www.southglos.gov.uk/documents/Fire-Management-Policy.pdf)  *Fireworks*  *Juggling / fire eating*  *Model aircraft flying, etc.* |
| Incidents |  |  |  | *Formal first aid will only be needed for larger events. Neighbourhood events with a few families can rely on the families themselves.*  *Prepare for broken glass.* |
| Take down and clean up |  |  |  | *Include litter and animal waste collection and disposal, removal of equipment and structures, and vehicle access to remove large items.* |