Event Risk Assessment Form

PLEASE DO **NOT** JUST USE THIS FORM AS IT IS – YOU MUST ENSURE ALL RED SECTIONS ARE INCLUDED FOR YOUR EVENT AND ADJUST THE ACTIONS TO SUIT YOUR EVENT; THEN GO THROUGH LOOKING AT EACH ACTIVITY/AREA OF CONCERN TO SEE WHETHER IT APPLIES TO YOUR EVENT, AND AGAIN TAILOR THE ACTIONS ACCORDINGLY. IF NECESSARY YOU WILL NEED TO ADD ACTIVITIES/AREAS OF CONCERN IF THEY ARE NOT ALREADY LISTED BELOW.

Event Name:	D R Congo Community party	Community dance	**Date:**	29.11.2026	**Venue:** Spirit Embassy

HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

(1) Activity / Area of Concern ie: what is taking place as part of the event?	**(2) Hazards Identified** ie: what can cause harm?	**(3) Persons at Risk** ie: who could be harmed by the hazard?	**(4) Current Risk Factor (high, medium or low)** ie: determine the level of risk	**(5) Actions to be Taken to Minimize each Risk** ie: what action can you take to lower the level of risk	**(6) New Risk Factor (high, medium or low)** ie: risk factor after action taken to minimize the risk
SITE Public Entrance / Exit	**MANAGEMENT:-** Risk of injury at public entrance / exit	Members of the public	Medium	Number of marshals for the event = 2, No of security=12 Entrance/exit formulated to ensure clear pathways devoid of obstacles, to enable easy access for disabled people. Prominently display signage for guidance. Implementation of crowd control measures to prevent overcrowding. Security/Marshalls placed at entrance and exits. Aim to create a safe environment to reduce accidents, and ensure the well-being of attendees. Agreed 11th November 2026: Additional venue measures: Review entry checks and prohibit glass drinking containers on entry and exit. Communicate the non-glass policy in booking terms.	Low

Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Identifying potential hazards such as fires, building to be patrolled to evaluate the likelihood and consequences of such hazard. Identifying vulnerable areas within the venue. Familiarising with evacuation plan and designated assembly points. Effective communication protocols, eg Security/Marshalls, event organisers to have radio controls/ access to phones to ensure emergency services can be contacted promptly. Security/Marshalls, event organisers to engage in an orderly response to emergencies. Maintain adequate lighting for smooth transitions to exits. Aim to ensure the well-being of attendees during egress from the event venue. Additional venue measures (11 November 2026): Include a coordinated response to disturbances and incidents, with security radio/telephone communication, emergency service escalation and protected evacuation routes.	Low
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	2 First aiders on site.	Low
Care of children	Lost children	Members of the public – children	High	N/A	N/A
Toilet provision	Not enough toilets	Members of the public	Medium	Provision of male and female toilets on site	Low

Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	Security/Marshals to patrol the private car park to ensure its not overfull Security/Marshalls to maintain car park entrance and exit are free from obstructions Security/ Marshalls to ensure there is adequate space for emergency services to enter and exit Security/Marshalls to enforce speed limits within the car park Security/Marshalls to limit access to event attendees only Security to direct patrons to public parking spaces to avoid disruption on residential roads	Low

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	Compulsory legal requirement: I confirm a Fire R.A has been put in place for the event which include: -Identifying potential ignition sources such as cooking equipment, electrical appliances, smoking areas. -Assessing the likelihood of a fire starting based on factors like weather conditions, crowd density, and the presence of flammable materials. -Identifying vulnerable areas within the venue such as enclosed spaces or areas with limited evacuation routes. -Reviewing fire prevention measures such as fire alarms, smoke detectors, fire extinguishers, and sprinkler systems. -Developing a fire safety plan outlining evacuation procedures, assembly points, and roles and responsibilities of event staff and Security/Marshals -Reviewing crowd management strategies to prevent overcrowding and facilitate safe evacuation in the event of a fire. -Regular checks and patrols for early detection of fires. -Making sure escape routes are easy to access and visible for all. -Checking that people at risk are clear of instructions on how to evacuate. -Ensuring the correct ratio of fire equipment to building size and attendees. -Security staff and trained marshals are on standby to operate any fire extinguishers and are clear of evacuation procedures. -Emergency exits patrolled and kept clear by Security/marshals carrying mobile/radios to summon assistance. -Roads /emergency exits are kept clear at all times. -Reasonable broadcasting systems in place to alert members of the public, such as the speakerphone. Additional venue measures (11 November 2026): Use plastic cups, plastic bottles or other suitable non-glass containers to reduce broken-glass injury risk. Confirm the venue fire assessment and evacuation arrangements remain current.	Low

Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	Place Mats on the floor to avoid slipping Provide storage for wet umbrellas to avoid leakage on to floors Display caution wet floor signs	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Event organiser to keep informed about the weather conditions and to cancel/postponed the event if deemed too risky, dangerous or where necessary.	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Cleaners have been deployed to clear the litter from inside the building and surrounding areas	Low
Use of companies/ operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	You must ensure that you obtain all operator's risk assessments and safe working practices and check through them to ensure they are adequate. (The Council do not need to see them, but is important that you do so as event organiser.) *Please leave this section in the Risk Assessment to show that you will be complying with this requirement.* Ensure devices such electronics, sound systems, Mixers etc are PAT tested.	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	N/A (Adult event only)	Low

Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	Appropriate announcement systems in place. Appropriate number of identifiable marshals and security on site, with radio system. Marshals and security to be fully briefed prior to event and taken around the building. Organiser of event to have trained/experienced marshals controlling entry to an event. Security staff to operate throughout the building.	Medium
Public Address (PA) System	Cables catch fire or electrocute Trip over cables	Members of the public / staff Members of the public / staff	Medium Medium	Ensure cables are kept away from potential hazards Ensure all cables are secured down, to avoid trips and falls	Low Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	N/A	Low
CCTV coverage and monitoring	Blind spots; incidents not detected or recorded	Attendees, staff, security and members of the public	High	Agreed 11th November 2026: Eight additional cameras have been procured; installation completed within 48 hours of the 11 November 2026 inspection. Check CCTV blind spots and coordinate response with the head of security.	Low
Glass bottles and drinking containers	Broken glass, injuries, glass used during confrontation	Attendees, staff and security	High	Agreed 11th November 2026: Require use of plastic cups, plastic bottles or suitable non-glass alternatives where drinks are served or consumed. Include the requirement in venue hire terms and brief organisers and bar staff.	Low
Bar area supervision	Disorder, confrontation or injury	Attendees, bar staff and security	High	Agreed 11th November 2026: Where a bar or designated drinks area operates, deploy dedicated staff or security to supervise it, identify emerging disturbances /conflict and respond promptly.	Low

Event closing and dispersal	Late-night disturbance, conflict and disruption to neighbours	Attendees, staff, nearby residents and public	Medium	Apply the venue policy that temporary events finish no later than 3:00am, regardless of any later time permitted by a TEN. Brief organisers and coordinate orderly dispersal.	Low
Temporary Event Notices (TEN) and booking	Uncoordinated applications; unclear conditions, hours and responsibilities	Organisers, venue management, attendees and neighbours	Medium	Coordinate TEN applications through the designated venue associate. Ensure management reviews event arrangements, communicates conditions and approves bookings before events proceed.	Low
ACTIVITIES:-					
Face Painting	Allergy to paints	Members of the public - children	Medium	N/A	Low
Sponsored walk	Tripping / falling on uneven ground Dehydration / heat exhaustion	Entrants / members of the public Entrants	Low Low	N/A	Low Low
Catering – food / drink	Food poisoning Allergic reaction	Members of the public – especially children Staff / Attendees	Medium Medium	N/A	Low Low
Bottled Drinks	Risk of Injury, broken glass, disorderly conduct.	Staff/Attendees	Medium	Agreed 11 November 2026: Remove use of glass bottles and re[place with plastic cups or suitable containers. Drinks to cease being served at 2.30am. 30 minutes ahead of finishing time of 3am.	Low

Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	Cash collection points to be manned by security staff. Cash to be removed at specific amounts. Encourage contactless as much as possible.	Low
Barbeque-	Fire hazard / burns (people/property/ trees)	Members of the public especially children	High	N/A	Medium
	Food uncooked	Anyone consuming food	High		Low
	Ingesting fire lighting products	Children	Medium		Low
Dog show	Uneven ground	Competitors / dogs	Low	N/A	Low
	Dog health / injuries	Dogs	Low		Low
	Heat exhaustion	Competitors / dogs	Medium		Low
	Dog faeces	Competitors/ dogs / visitors / general public	Medium		Low
	Tripping over dog show rings	Members of the public / competitors	Medium		Low
Children's races	Slipping / tripping / falling	Children	Medium	N/A	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users Inflatable not secured properly - accidents Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public – children / supervisor Members of the public – children / supervisor Members of the public especially children	Medium Medium Medium	N/A	Low Low Low
Go-Karts	User falling off kart Kart hitting pedestrian or other kart Fuel use/storage	Members of the public - children Members of the public – children / spectators Members of the public	Medium Medium Low	N/A	Low Low Low
Quad bikes	User falling off bike Bike hitting pedestrian or other kart Fuel use/storage	Members of the public - children Members of the public – children / spectators Members of the public	Medium Medium Low	N/A	Low Low Low

Pony rides	User falling off	User / helper	Medium	N/A	Low
	Loss of control of pony	User / helper / member of the public	Medium		Low
	Person bitten/kicked/ trodden on by pony	User / helper / member of the public	High		Medium
Mini soccer / 5-a-side football	Football hitting person	Competitors / spectators / helper	Medium	N/A	Low
	Sports injury	Competitors	High		Medium
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	N/A	Low
	Unsuitable goods	Members of the public	Medium		Low
Children's entertainer	Molestation / abduction	Children	Medium	N/A	Low
Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	N/A	Low
Ball Pond	Suffocation	Children	Medium	N/A	Low
	Dirty balls (urine/faeces etc)	Children / supervisor	Medium		Low

Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	N/A	Low
Pets Corner	Animal bites Stroking animals then touching mouth	Members of the public – children / adults Members of the public – children / adults / pregnant women	Medium Medium	N/A	Low Low
Fair rides	Noise pollution Burning Being hit by moving rides	Members of the public – adults / children Members of the public – adults / children Members of the public – adults / children	Low Medium Medium	N/A	Low Low Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Noise and sound to be monitored by event organiser and head of security using a sound monitor checker.	Low
Archery	N/A	N/A	N/A	N/A	N/A

Car Boot Sales	Collapsing tables Unsuitable goods Injuries caused by moving vehicles	Members of the public / stall holders Members of the public Members of the public – especially children / stallholders	Medium Medium Medium	N/A	Low Low Low
Bight lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots Members of the public	Medium	N/A	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) .....Aline Meka.....

Organisation: .....N/A..... Position: .....Event organiser.....

Signature: …… ……. Date: ……17/11/2026…….