

Risk Assessment		Put your event name here	Location: Bungay Community Centre		
This risk assessment process is being undertaken to support the one-off event held at Bungay Community Centre, Old Grammar Lane, Bungay. The event is organised and co-ordinated by [put your details here] and will take place on [put your date here] between [start time] and [end time] hours.			Assessment date:		
			Review Frequency:		
Assessment undertaken by:		Distribution to:	1st Assessment Review		
Date:			Date:	Initial:	
			2nd Assessment Review		
Date:			Date:	Initial:	
Add any other relevant info in here – or remove row if not required.					
<p>Undertaking a risk assessment is good practice to ensure that you consider things that might happen during your event and then set out what would be done if it occurs so that you and everyone else knows what to do.</p>					

What might happen?	Who might be harmed and how?	What are you already doing to control the risk?	Further actions required to remove or reduce the risk to as low as reasonably practicable	How will the actions required be implemented?		
				Action by Whom	Action by Date	Done on

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		<i>Add further rows if necessary</i>				

Ensure that relevant information is appropriately shared with members of the public attending the event and also with those volunteers who are helping out.

All safety measures required to be completed by Date _____