

Example Risk Assessment

Event: Family Funday

Date 16/07/2011

Venue Aylesbury Shopping Centre

Hazards Identified	Persons At Risk	Risk Factor High Medium Or Low	Measures Required To Control The Risk	Actions To Be Taken (By Name)	Date Completed Signed By:
Tripping on boxes/bags/wires	Stall holders and the public	Medium	Ensure all stall holders store any excess goods and items under their tressle tables or within their vehicles	All stall holders and event organisers	
Inflatables being used indoors	Public children	High	All cables and machinery kept to the rear of the bouncy castle away from high traffic areas. Suitable floor protection and signage in use at all times.	Inflatables Staff	
Vehicles on site	Public and shopping centre staff	Medium	All unloading and setting up of machinery and stalls to be carried out when the shopping centre is closed to the public, and at the end of the event after the area has been vacated.	All staff and stall holders	
Electrical safety	Stall holders and the public	Medium	The use of the electricity is restricted to two people - the entertainer and inflatables staff to ensure all equipment is safety tested and used correctly at all times.	Inflatables staff and entertainer	
High noise levels	Public and local businesses	Low	If the public become out of hand and cause a disturbance to others or local businesses we will stop all entertainment.	All staff and stall holders	
Facilities for the elderly, disabled, young children, crowd intensity and waste management	Public	Low	The shopping centre amenities are located nearby. All stalls will be displayed leaving plenty of walking space for the public to flow freely. We will remove any litter during and after the event.	Event organisers	
Cash collection	Charity	Low	All monies collected to be manned by a member of staff at all times within a sealed container.	Charity staff	
First Aid	Public	Low	Inflatables staff and shopping centre security on site at all times.		

Name Of Assessor (Printed):

Signature:

Date: