

Draft Risk Assessment

For Their Finest Hour event at _____ Date: _____

Likelihood of hazardous event (L)		Rating				Severity of most likely outcome (S)				Rating							
Very unlikely		1				No injury or trivial injury				1							
Unlikely		2				Minor injury				2							
Likely		3				Serious injury				3							
Very likely		4				Very serious injury				4							
Almost certain		5				Disabling injury or fatality				5							
Hazard	Hazardous event	People at risk	L	S	R (L x S)	Existing risk control measures				L	S	R (L x S)	Further risk control measures		L	S	R (L x S)
Fire	Fire breaking out at event	Volunteers, members of public	2	3	6	Organisers to familiarise themselves with the fire evacuation and fighting measures including muster points				2	3	6					
Falling equipment	Tipping or knocked over hitting people	As above	2	2	4	Secure all display signs and furnishings				1	2	2					
Surfaces and obstacles	People slipping tripping or falling	As above	3	2	6	Avoid wires/cables that could be tripped over. Keep areas tidy and store boxes under tables. Tell volunteers to wear suitable footwear				2	2	4					
Electrical	Contact with electricity	As above	2	4	8	All electrical equipment to be PAT tested no longer than 12 months ago				2	4	8					
Human	Violence/threatening behaviour	As above	2	3	6	Organisers to avoid arguments and should alert authorities when appropriate				1	3	3					
Explosion/shooting	Terrorist attack	As above	1	5	5	Organisers should watch the NPCC ‘ Run, Hide, Tell ’ informational video				1	5	5					
Unexploded ordinance, firearms or other weapons	Members of the public bringing in unsafe objects	As above	2	5	10	Participants instructed not to bring in dangerous objects. Organisers have contact details for emergency services				1	5	5					
Data security	Accidental loss or leak of contact details of attendees	Members of the public	2	4	8	Organisers/volunteers trained in importance of data security and keeping paperwork in a safe location until it has been uploaded. Organisers/volunteers to shred contact details once no longer needed.				1	4	4					

Assessor's Signature Date