

## Event Risk Assessment Form.

<b>Date of event(s)</b>	
<b>Start &amp; finish times</b>	
<b>Address &amp; description of venue</b> e.g. Village Hall, barn, hotel etc.	
<b>Details of Event Organizer</b>	
<b>Details of Responsible Person(s)</b> for health & safety for the event.	
<b>Form completed By (Print name)</b>	
<b>Position within The Lions club.</b>	
<b>Address</b>	

**Signature.....**

**Checked and Countersigned by Club President.....**

**Severity & Probability of risk 1=Low; 2=Medium; 3=High. If Overall Risk Factor = 9 should this part of event continue?**

Hazard	Persons at risk	Severity of Risk	Probability of Risk	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
		1, 2 or 3	1, 2 or 3				

**Guidance Notes.**

**Health and Safety.**

**Emergency Contact Numbers (Lions with Mobiles only).**

## **AFTER THE EVENT.**

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.