



Event Risk Assessment

	Description of planned activity
Event	Name of your event (eg Sponsored Walk in aid of.....)
Location	Enter the location (eg Barnsley to Doncaster – using the Trans Pennine Trail)
Event Date	Enter date of your event
Event Times	Enter start and finish time of your event
Organiser	Name of Event Coordinator
Date of Assessment	Enter date Risk Assessment has been completed

Hazard	Who could this affect?	How will they be affected?	What can you do to lower the risk?	Do you need to do anything else to manage the risk?	Action By	Completed
Route:						
Location and access to site	Marshals Participants	<ul style="list-style-type: none"> Unable to find starting location. Unable to park due to specific access requirements. 	<ul style="list-style-type: none"> Brief marshals and provide map prior to event, indicating start, finish and parking locations. Send out location map, indicating start, finish and parking in advance to participants. Consider all participants access needs (eg cycle, wheelchairs, pushchairs) 	<ul style="list-style-type: none"> Ensure marshals on site to assist with parking requirements. 	Enter details of person responsible for task.	Enter date when completed.
Event route	Marshals Participants	Unsure of route during event.	<ul style="list-style-type: none"> Brief marshals prior to event and walk route to ensure they are familiar. Provide route map to participants with event pack prior to event. Check participants have map before start of event. 	<ul style="list-style-type: none"> Ensure marshals on site throughout route. Ensure marshals have copy and spare copies of route maps during event. 		
Condition of route	Marshals Participants	Physical injury	<ul style="list-style-type: none"> Walk route prior to event day to identify obstructions and slip / trip hazards. Clear hazards where possible. If not, notify TPT and Local Authority. 	<ul style="list-style-type: none"> Volunteers to prepare site in advance to remove as many hazards as possible. Notify first aiders of potential hazards prior to start. 		

