



SAMPLE RISK ASSESSMENT

Individual/organisation name: _____

Assessment carried out by: _____

Date of risk assessment: _____

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Hypothermia	Participants and supervisors	All participants advised to: <ul style="list-style-type: none"> • wear appropriate clothing • bring adequate blankets and shelter materials • advise a leader if they are feeling unwell • drink/eat hot food as needed Inside area available for those who need to warm up	Hot drinks and extra blankets to be available on the night.	Event supervisor	5pm Saturday 15 th February	
Slips, trips and falls	Participants and supervisors	Adequate lighting on any area that a participant may use during the hours of darkness.	<ul style="list-style-type: none"> • Event area to be checked on the evening for any loose paving or obstacles that can be removed or signposted to avoid. • Advise participants of any slippery areas. 	Event supervisor	5pm Saturday 15 th February	
Inadequate first aid provision	Participants and supervisors	Ensure you have enough first aid coverage for the amount of participants.	None			
Unsupervised participants under the age of 18	Participants and supervisors	All participants under the age of 18 should be supervised at all times.	None			
Lack of appropriate welfare facilities	Participants and supervisors	Venue will have enough toilets for participants and supervisors as well as an indoor space available for use in case the event has to be moved indoors.				
Attack or disturbance by intruder	Participants and supervisors	<ul style="list-style-type: none"> • Venue to be chosen with access in mind • Signage to be used as needed. 				
Fire	Participants and supervisors	<ul style="list-style-type: none"> • No naked flames to be used unless under supervision. • Fire extinguishers/material to be provided as required. 				
Contagious illness	Participants and supervisors	With respect to Covid-19 and other contagious illnesses plan to follow any relevant health guidance.	Welfare/hygiene facilities to be regularly inspected and cleaned if needed.	Event supervisor	Saturday 15 th February	

More information on managing risk

www.hse.gov.uk/simple-health-safety/risk/