

Event Risk Assessment

For Event:	
On date:	
Assessment Carried out by:	
Location of Event:	
Contact Details of Event Holder	

For more info:

Worthing Town Centre Initiative
 2nd Floor, 7 Chapel Road,
 Worthing, West Sussex
 BN11 1EG
 Tel: 01903 203 252



Potential Hazard	Who is at Risk	What is the Risk	Level of risk	Actions taken to reduce risks
Hazard	Event Crew, Employee, Performers, Public etc.	Description of Risk	Low, Medium, High	What Control Measures will you put in place to minimise hazards identified
Moving and lifting Equipment	Event Crew, Employee	Muscle and back injury due to incorrect lifting, or load too heavy	Medium	
Equipment being dropped	Event Crew, Employee	Equipment dropped onto foot or catching body part and causing injury	Medium	
Over Crowded Stage	Event Crew, Employee, Performers, Public	Injury caused by falling off stage	Low	
General slips, trips and falls	Everyone at Event	Personal Injury	Medium	
Injury from public messing about with equipment	Event Crew, Employee	Personal Injury	Medium	
Driving or moving a vehicle onto, off of or around a pedestrian precinct	Event Crew, Employee, Performers, Public	Personal Injury, damage to street furnishing and surrounding buildings.	Medium	
Erecting marquee, gazebo, market stall for use during event	Event Crew, Employee	Personal Injury	Medium	

Potential Hazard Hazard	Who is at Risk Event Crew, Employee, Performers, Public etc.	What is the Risk Description of Risk	Level of risk Low, Medium, High	Actions taken to reduce risks What Control Measures will you put in place to minimise hazards identified
Weather Conditions	Everyone at Event	Increased risk of tripping if wet Lightning strike Sun stroke Sun burn	Medium	
Erecting Stage, platform or dias	Event Crew, Employee	Personal Injury	Medium	
Public Interaction with event causing injury to member of public	Event Crew, Employee, Performers, Public	Interaction casues personal harm, muscle strain, slip, trip or fall.	Medium	
Falling over equipment on precinct	Event Crew, Employee, Performers, Public	Personal Injury	Medium	
Managing entry and exit onto a stage, platform or dias	Event Crew, Employee, Performers, Public	Slip, Trip or fall from staging causing personal injury.	Medium	
Staging or structure collapsing	Event Crew, Employee, Performers, Public	Personal Injury	Medium	
Litter or debirs casued by event	Event Crew, Employee, Performers, Public	Could cause slips, trips or falls and personal injury.	Low	
Unmanned structure or vehicle causing concern	Event Crew, Employee, Performers, Public	Structure or vehicle could cause damage, injury or be damaged if it is left unattended	Medium	
Over crowding of event area	Everyone at Event	Panic with individuals being crushed or pushed into the road	Low	
General crowd control	Everyone at Event	Anti social behaviour causing issues within gathered crowd or during event.	Low	
Date form filled in			Name and signature of person filling in the form	