**Event Risk Assessment**

Thanks so much for fundraising for WaterAid! If your event or fundraiser involves the public in any way, you should carry out a risk assessment beforehand. Whether you are hosting a cake sale or gala ball, it’s important to ensure that everything you are doing is safe and legal.

The below guide is for you to use to identify hazards associated with your fundraising event. This is not an exhaustive list, but a guide to help you on your way with your event risk assessment.

Please not that WaterAid accepts no liability for fundraising activities and cannot offer fundraisers any insurance. We recommend that you take out your own personal insurance for the event, if the venue is not already covered. If you have any questions or concerts, please don’t hestitate to contact us at events@wateraid.org.

|  |  |
| --- | --- |
| Title of event: | Organiser’s name: |
| Date of event: | Contact details: |
| Date Risk Assessment undertaken: | Risk Assessment undertaken byName:Signed:Position: |
| Venue: |  |

**Data protection**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task/subject** | **Hazard** | **Who’s at risk**e.g Exhibitors/contractors/organisers/venue/general public/disabled/ other | **Risk level**e.gLOWMEDIUMHIGH | **Precautions or control measures required** | **New risk level** after precautions in place | **Comments** |
| **Data protection of attendees** | e.gPersonal data is not kept safe |  | LOWMEDIUMHIGH | Organiser to...Ensure all personal contact details of attendees are kept safe and secure, I.e. in a password protected document  | LOWMEDIUMHIGH |  |
| **Emergency contact details attained for all volunteers who are helping run the event** | e.g In an emergency, the organiser is not able to get in touch with volunteers' next of kin |  | LOWMEDIUMHIGH | Organiser to...Ensure all emergency contact details are attained before event and kept in a secure way compliant with data protection laws | LOWMEDIUMHIGH |  |
| **Photography** | e.g Photographs are taken and published without consent from the subject |  | LOWMEDIUMHIGH | Organiser to...Ensure signs are up informing attendees that photos will be taken. Attain written consent if any photos will be publicly published.Photographer to...Ask for consent before taking photos of children and vulnerable people | LOWMEDIUMHIGH |  |

**Your venue**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task/subject** | **Hazard** | **Who’s at risk**e.gExhibitors/contractors/organisers/venue/inexperienced staff/general public/disabled/ other | **Risk level**e.gLOWMEDIUMHIGH | **Precautions or control measures required** | **New risk level (after precautions in place**  | **Comments** |
| **Correct licenses acquired** | e.g Correct license not acquired for event, i.e Public Liability Insurance, alcohol license, film screening license |  | LOWMEDIUMHIGH | Organiser to…Check correct licenses are attained | LOWMEDIUMHIGH |  |
| **Access to venue** | e.g Public, staff and contractors not able to gain access to venue safely |  | LOWMEDIUMHIGH | Venue to...Ensure stairs & lifts to be available and directional signage in place. Staff available to advise as necessaryOrganiser to… Check all stairs & lifts available and in working order, esp. disabled access | LOWMEDIUMHIGH |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Catering**  | e.g Food is not up to food hygiene standards, dietary requirements not taken into consideration.  |  | LOWMEDIUMHIGH | Venue to…Ensure food safety rules and regulations are followedOrganiser to… Check venue’s food safety policy. Ensure all food brought in externally is labelled. Guests special requirements for food are collected beforehand and shared with caterers, i.e nut-free, allergens, vegetarian, vegan. | LOWMEDIUMHIGH |  |
| **Children** | e.g Children are harmed or separated from parents |  | LOWMEDIUMHIGH | Venue to…Be informed if children will be present and ensure venue is child-safeOrganiser to…Ensure children prohibited during buildup and breakdown periods if necessary. Ensure parents are with children at all times. | LOWMEDIUMHIGH |  |
| **Cleaning (during all periods) & recycling and waste disposal** | e.g Waste is not disposed of correctly or safely |  | LOWMEDIUMHIGH | Venue to…Ensure in-house company removes normal waste materials only. Food waste subject to separate disposal procedures?Organiser to…Make recycling facilities available where possible | LOWMEDIUMHIGH |  |
| **Electricity connections** | e.gConnections are not safe and cause fire risk |  | LOWMEDIUMHIGH | Venue to…Certify all supplied electrical connections.with evacuation proceduresOrganiser to… Ensure electricity to be installed by qualified electrician. Organiser responsible for their own electrical connections (& their contractors) | LOWMEDIUMHIGH |  |
| **Emergency exits & gangways** | e.gIn the case of fire, attendees, volunteers and staff cannot exit building safely |  | LOWMEDIUMHIGH | Venue to… to comply with Local Authority regulationsFire Officer approvalOrganiser to…Check all emergency exits/gangways are clear – exits not locked | LOWMEDIUMHIGH |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire/emergency procedures** | e.gCorrect procedures are not communicated, risking confusion in the case of a fire |  | LOWMEDIUMHIGH | Venue to… Establish procedures with with organisers. Handouts to be supplied to organiser for distributionSecondary backup system to be provided in the event of power failure. Torches to be available to assistOrganiser to…Distribute copies of emergency procedures to all participants and ask for these to be announced by Chair of sessionsLiaise with venue contact | LOWMEDIUMHIGH |  |
| **First Aid** | e.gMedical help is not available if needed |  | LOWMEDIUMHIGH | Venue to… Ensure First Aid levels to comply with LA regulationsOrganiser: At least one qualified First Aider to attend each event | LOWMEDIUMHIGH |  |
| **Lighting**  | e.gLighting does not work or is poor, causing risk of trips and falls |  | LOWMEDIUMHIGH | Venue to…Provide adequate lighting Organiser to… Approve venue’s lighting levels | LOWMEDIUMHIGH |  |
| **Noise** | e.gNeighbours, passers-by and businesses are disturbed |  | LOWMEDIUMHIGH | Venue to…Comply with Local Authority regulationsOrganiser to…Liaise with venue on noise levels | LOWMEDIUMHIGH |  |
| **Refreshment & rest areas** | e.gNo refreshments or rest available to staff, volunteers or guests, risking fatigue, dehydration |  | LOWMEDIUMHIGH | Venue:Organiser to… Ensure staff have regular breaks and suitable refreshments available | LOWMEDIUMHIGH |  |
| **Security facilities & procedures** | e.gNowhere to store ersonal belongings and valuable items (including cash collected during event) |  | LOWMEDIUMHIGH | Venue:Organiser to… liaise with venue to identify lockable room or secure place to store items | LOWMEDIUMHIGH |  |

Please remember that this is not a comprehensive risk assessment, and there may be elements missing that would relate to your event. Please carefully consider the risks associated with running your event before it goes ahead. If you have any questions or queries, you can contact us at events@wateraid.org.