**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](mailto:events@wateraid.org).

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

**Data protection**

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| **Task/subject** | **Hazard** | **Who’s at risk**  e.g Exhibitors/contractors/  organisers/venue/general public/disabled/ other | **Risk level**  e.g  LOW  MEDIUM  HIGH | **Precautions or control measures required** | **New risk level**  after precautions in place | **Comments** |
| **Data protection of attendees** | e.g  Personal data is not kept safe |  | LOW  MEDIUM  HIGH | Organiser to...  Ensure all personal contact details of attendees are kept safe and secure, I.e. in a password protected document | LOW  MEDIUM  HIGH |  |
| **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 |  | LOW  MEDIUM  HIGH | Organiser to...  Ensure all emergency contact details are attained before event and kept in a secure way compliant with data protection laws | LOW  MEDIUM  HIGH |  |
| **Photography** | e.g Photographs are taken and published without consent from the subject |  | LOW  MEDIUM  HIGH | 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 | LOW  MEDIUM  HIGH |  |

**Your venue**

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| **Task/subject** | **Hazard** | **Who’s at risk**  e.g  Exhibitors/contractors/  organisers/venue/  inexperienced staff/general public/disabled/ other | **Risk level**  e.g  LOW  MEDIUM  HIGH | **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 |  | LOW  MEDIUM  HIGH | Organiser to…  Check correct licenses are attained | LOW  MEDIUM  HIGH |  |
| **Access to venue** | e.g  Public, staff and contractors not able to gain access to venue safely |  | LOW  MEDIUM  HIGH | Venue to...  Ensure stairs & lifts to be available and directional signage in place. Staff available to advise as necessary  Organiser to… Check all stairs & lifts available and in working order, esp. disabled access | LOW  MEDIUM  HIGH |  |

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| **Catering** | e.g  Food is not up to food hygiene standards, dietary requirements not taken into consideration. |  | LOW  MEDIUM  HIGH | Venue to…  Ensure food safety rules and regulations are followed  Organiser 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. | LOW  MEDIUM  HIGH |  |
| **Children** | e.g  Children are harmed or separated from parents |  | LOW  MEDIUM  HIGH | Venue to…  Be informed if children will be present and ensure venue is child-safe  Organiser to…  Ensure children prohibited during buildup and breakdown periods if necessary. Ensure parents are with children at all times. | LOW  MEDIUM  HIGH |  |
| **Cleaning (during all periods) & recycling and waste disposal** | e.g  Waste is not disposed of correctly or safely |  | LOW  MEDIUM  HIGH | 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 | LOW  MEDIUM  HIGH |  |
| **Electricity connections** | e.g  Connections are not safe and cause fire risk |  | LOW  MEDIUM  HIGH | Venue to…  Certify all supplied electrical connections.  with evacuation procedures  Organiser to… Ensure electricity to be installed by qualified electrician. Organiser responsible for their own electrical connections (& their contractors) | LOW  MEDIUM  HIGH |  |
| **Emergency exits & gangways** | e.g  In the case of fire, attendees, volunteers and staff cannot exit building safely |  | LOW  MEDIUM  HIGH | Venue to…  to comply with Local Authority regulations  Fire Officer approval  Organiser to…  Check all emergency exits/gangways are clear – exits not locked | LOW  MEDIUM  HIGH |  |

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| **Fire/emergency procedures** | e.g  Correct procedures are not communicated, risking confusion in the case of a fire |  | LOW  MEDIUM  HIGH | Venue to… Establish procedures with with organisers. Handouts to be supplied to organiser for distribution  Secondary backup system to be provided in the event of power failure. Torches to be available to assist  Organiser to…  Distribute copies of emergency procedures to all participants and ask for these to be announced by Chair of sessions  Liaise with venue contact | LOW  MEDIUM  HIGH |  |
| **First Aid** | e.g  Medical help is not available if needed |  | LOW  MEDIUM  HIGH | Venue to…  Ensure First Aid levels to comply with LA regulations  Organiser: At least one qualified First Aider to attend each event | LOW  MEDIUM  HIGH |  |
| **Lighting** | e.g  Lighting does not work or is poor, causing risk of trips and falls |  | LOW  MEDIUM  HIGH | Venue to…  Provide adequate lighting  Organiser to… Approve venue’s lighting levels | LOW  MEDIUM  HIGH |  |
| **Noise** | e.g  Neighbours, passers-by and businesses are disturbed |  | LOW  MEDIUM  HIGH | Venue to…  Comply with Local Authority regulations  Organiser to…  Liaise with venue on noise levels | LOW  MEDIUM  HIGH |  |
| **Refreshment & rest areas** | e.g  No refreshments or rest available to staff, volunteers or guests, risking fatigue, dehydration |  | LOW  MEDIUM  HIGH | Venue:  Organiser to… Ensure staff have regular breaks and suitable refreshments available | LOW  MEDIUM  HIGH |  |
| **Security facilities & procedures** | e.g  Nowhere to store ersonal belongings and valuable items (including cash collected during event) |  | LOW  MEDIUM  HIGH | Venue:  Organiser to… liaise with venue to identify lockable room or secure place to store items | LOW  MEDIUM  HIGH |  |

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](mailto:events@wateraid.org).