Risk assessment form

Event	Venue	Date

Activity / area of concern *Eg; coffee morning at church*	**Hazards identified** *Eg; step between counter and tables may cause trips*	**People at risk** *Eg; visitors*	**Risk factor (Low, medium, high)** *Eg; medium*	**Action to be taken to minimise risk** *Eg; make people aware of the step and provide trays*	**Risk factor after action taken** *Eg; none*