

RISK ASSESSMENT

Organising Events Check List

You must use this checklist to ensure that you have all relevant checks in place to run your event safely and legally. This is to be returned to the store with a copy of the relevant supporting documents in advance of your booking commencing.

Event Specific Considerations

Children:

- Must have parental/guardian permission for all activities
- Must be supervised at all times
- Must ensure ingredients list of products (e.g. face paint) is available in case of allergies
- Must not offer samples to children (samples may be offered to the parent for the child to consume)
- You must have a safeguarding check in place for all colleagues when working at events with children

Event Name:				
Date:	Location:			
Requirement	Requirement met? (Sign to confirm)	Comments		
Insurance				
Is the event insured for public and employers liability?				
Do you have copies of valid insurance certificates?				
Health and Safety				
Has a valid risk assessment been completed?				
Have all controls to manage risk been put in place?				
Have you got copies of the risk assessment?				
Licenses and Permits				
Are all licenses and permits in place and valid?				
Do you have copies of the valid licenses/permits?				
Environment				
Have you ensured all environmental concerns have been addressed?				
Event Specific Considerations				
Have you considered any event specific considerations? E.g. Children Funfairs				
Animals				

vent	ent – Please complete and submit a printed copy of th Location	Date of Event //	Store Name_
Hazards	What will you do to minimise this?	How will you do it?	Done by?
e.g. customers slipping on a		Brief delegates prior to the event on	J Bloggs 10/01/2015
pillages	Go and conduct regular spot checks	the importance of Clean As You Go	
, ,			
Approved By (Name)	Approved By		Date
Approved By (Name)	Approved By (Signature)		Date