



WELCOME TO YOUR COMMUNITY ROOM

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		

