

Guidance notes for Event Risk Assessments

As event organisers you are responsible for ensuring your event risk assessments is SUITABLE and SUFFICIENT

It must meet the criteria in the checklist below.

- Appropriate and specific to the circumstances
- Identifies all relevant risks
- Adequate in its consideration of the risks – greater attention to higher risks
- Sufficiently detailed
- Considers all groups of persons exposed to the risk (lone and shift workers etc.)
- Be based on specialist advice, if required
- Be evidence based
- Be adequately communicated throughout your team
- Be acted upon and followed at all times

Note you are responsible for ensuring your sub-contractors also have suitable and sufficient risk assessments

Further guidance can be found at <http://www.hse.gov.uk/guidance/index.htm>