

Risk Assessment Title: **Example Grant Risk Assessment – TEMPLATE**

Description of activity/task:	This risk assessment is for the arrangement for managing and reducing risk for beneficiaries attending the XXX activity					
Risk Assessor's name(s):	Name of grant recipient					
Date of initial risk assessment:						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action to be completed?	Done
<p>Slip, trips & falls during event/activity set up</p> <p>Setting up for event, furniture and deliveries for activities</p> <ul style="list-style-type: none"> • Slips trips and falls • Safe movement of vehicles for delivery • Blocked walkways and exits • Injuries from manual handling 	Member of public/visitors and/or beneficiaries	<ol style="list-style-type: none"> 1. Hazard tape to be used for any trailing cables 2. Furniture will be located away from fire exits and placed in a way which allows clear walkways to exits 3. Parking to be cornered off for deliveries in advance to allow vehicles to park as close to the building to drop off. A member of event team located in car park to help direct deliveries if needed. 4. Moving of equipment will be done by external organisations running activities and will be covered by their own manual handling Risk Assessment. 				
Using external companies to deliver activities	Member of public/visitors	<ol style="list-style-type: none"> 1. Any external companies must have their own risk assessment and all relevant H&S documentation, Liability Insurances shared with us. 				

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	and/or beneficiaries					
<p>Not managing the indoor event/activity effectively leading to any of the following:</p> <ul style="list-style-type: none"> • Slips trips and falls • Overcrowding • Electrical faults • Safeguarding • Strains and sprains injuries 	Member of public/visitors and/or beneficiaries	<ol style="list-style-type: none"> 1. All cables needed are properly used and secure. Hazard tape available if needed. 2. All furniture set out in a safe way leaving exits clear. Member of event team on the day will be in each area carrying out visual checks all throughout the event. 3. All electrical items are PAT tested and all TVs, projectors and devices have been checked and tested to ensure in working order. 4. Children are not to be left unattended during any activity. All activities run from external agencies provide their own policies, Risk Assessment etc. 5. All toys are new and meet safety checks. These will checked through out the day. Children will be accompanied by adults in this area. 6. First aiders in place for any injuries occurred 	Record dates of PAT testing	Event Lead		
<p>Not managing the outdoor event/activity effectively leading</p>	Member of public/visitors and/or beneficiaries	<ol style="list-style-type: none"> 1. All activity to be supervised at all times 2. Weather will be checked on the day, if bad conditions activity will not take place. 3. First aiders in place for any injuries occurred 				

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<p>to any of the following:</p> <ul style="list-style-type: none"> • Strains and sprains injuries due to weather conditions • Safeguarding 		<p>4. Children are not to be left unattended during any activity. All activities run from external agencies provide their own policies, Risk Assessment etc.</p>				

Please note that a Risk Assessment is a live document, so should be amended when new risks are established and should be kept up to date throughout the planning and implementation of the planned activity. Not every risk mentioned in the template below may refer to your proposed activity and there may be other risks you wish to add. Please use this template as a guide and adapt accordingly to your project. A risk is anything that can cause injury or illness to you, your employees and visitors or the general public. Furthermore it can include personal data rules and the risk of breaching GDPR legislation.