



Risk Assessment Form

Risk Assessments are not difficult, but they do take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards.

Systematically look at each area of the premises/venue and note all the hazards and risks and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or "controls" which will reduce those risks as far a possible. As well as interior of the buildings, you must also look at the yards, car parks and other external areas.

HSE publish Five Steps to Risk Assessments which are summarised below:

- Look for hazards which could reasonably expect to result in harm to the Public, Helpers and Club Members
- Who might be harmed
- Is more needed to control the risk
- Record your findings
- Review your assessment and revise if necessary

Risk Assessments must also be completed for all equipment used at events

Rotary Club of* District.....
(*delete if district event)

Event:

Date of Event

Date of Assessment Date Assessment Reviewed

Significant Hazards	Groups of people at risk from this hazard	Existing controls or where information can be found	Risks which are not adequately controlled and the action needed
1.			
2.			
3.			



humanity in motion

rotary club of Northwick park

Significant Hazards	Groups of people at risk from this hazard	Existing controls or where information can be found	Risks which are not adequately controlled and the action needed
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Continue on additional sheets if required.

Assessment completed by:*

Name: Date:

Review completed by:*

Name: Date:

* In the event that a claim for bodily injury is made against a Club or individual member arising from the organisation of a Rotary Event, the Liability policy will handle such claim and, if it is proven that the Club/District or member are negligent, the claim will be paid.