

Example Risk Assessment format

Event / Activity	Remembrance Sunday
Location	War Memorial Longwick
Date of Event	11 th November 2021
Risk assessment completed by (name)	Tracey Martin, Parish Clerk, Councillor van Apeldoorn and Councillor Barter
Risk assessment completed on (date)	22 nd October 2021

No.	What are the hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target date for completion of actions
1	COVID-19	Any attendees	Social distancing measures to be implemented. Attendees will be encouraged to wear face masks.	Event details including safety precautions to be displayed on Parish Council website	Clerk	Prior to event starting
2	Walking to venue, potential for accidents including slips, trips and falls	Any attendees	All attendees including members of the public are aware of the pavements in Longwick. Weather should be reasonable however, should there be icy conditions consider whether salt required.	Check weather on day of event as to whether salt will be required to prevent slippery pathways.	Cllr van Apeldoorn / Cllr Barter	Prior to event starting
3	Vehicles not obeying the road closure signs	Any attendees	Two Marshalls with lollipop (stop / go) sticks to hold up the traffic during the 2 minute silence.	n/a	n/a	n/a
4	Enabling access for emergency vehicles	Any attendees, emergency service staff.	Access would be given for emergency vehicles if required during the two minutes silence.	n/a	n/a	n/a