

Likelihood of hazardous event (L)	Rating	Severity of most likely outcome (S)	Rating
Very unlikely	1	No injury or trivial injury	1
Unlikely	2	Minor injury	2
Likely	3	Serious injury	3
Very likely	4	Very serious injury	4
Almost certain	5	Disabling injury or fatality	5

Hazard	Hazardous event	People at risk	Rating			Existing risk control measures	Rating			Further risk control measures	Rating		
			L	S	R (L x S)		L	S	R (L x S)		L	S	R (L x S)
Fire	Fire breaking out at event	Volunteers, members of public	2	3	6	Organisers to familiarise themselves with the fire evacuation and fighting measures including muster points	2	3	6				
Falling equipment	Tipping or knocked over hitting people	As above	2	2	4	Secure all display signs and furnishings	1	2	2				
Surfaces and obstacles	People slipping tripping or falling	As above	3	2	6	Avoid wires/cables that could be tripped over. Keep areas tidy and store boxes under tables. Tell volunteers to wear suitable footwear	2	2	4				
Electrical	Contact with electricity	As above	2	4	8	All electrical equipment to be PAT tested no longer than 12 months ago	2	4	8				
Human	Violence/threatening behaviour	As above	2	3	6	Organisers to avoid arguments and should alert authorities when appropriate	1	3	3				
Explosion/shooting	Terrorist attack	As above	1	5	5	Organisers should watch the NPCC <a href="#">‘Run, Hide, Tell’</a> informational video	1	5	5				
Unexploded ordinance, firearms or other weapons	Members of the public bringing in unsafe objects	As above	2	5	10	Participants instructed not to bring in dangerous objects. Organisers have contact details for emergency services	1	5	5				
Data security	Accidental loss or leak of contact details of attendees	Members of the public	2	4	8	Organisers/volunteers trained in importance of data security and keeping paperwork in a safe location until it has been uploaded. Organisers/volunteers to shred contact details once no longer needed.	1	4	4				

Assessor's Signature ..... Date .....