

**Devon Federation of Young Farmer Clubs - Risk assessment Template**

<b>Type of event (date, start &amp; finish times):</b>	<b>Address &amp; description of venue:</b>
<b>Event organiser:</b>	<b>Person responsible for the event:</b>
<b>Risk assessment completed by:</b>	<b>Number expected:</b>
<b>Signed:</b>	<b>Date</b>

<b>Hazard</b>	<b>Persons at risk</b>	<b>Is this risk adequately controlled?</b>	<b>What further action is needed to control risk?</b>	<b>Review</b>
List significant hazards which may result in serious harm or affect people.	List groups of people who are especially at risk from the hazards identified.	List existing controls or note where the information may be found.	List the risk which requires further action and the proposed control.	Put a date or time to review the hazard and controls. Has anything changed?

<b>Alcohol abuse</b> <ul style="list-style-type: none"> <li>● Underage drinking</li> <li>● Disorderly conduct</li> <li>● I.D checks</li> </ul>				
<b>Crowd control</b> <ul style="list-style-type: none"> <li>● Sufficient exits</li> <li>● Access to exits</li> <li>● Security staff</li> <li>● Emergency lighting</li> </ul>				
<b>Electrical systems</b> <ul style="list-style-type: none"> <li>● Wiring and fittings</li> <li>● Disco/band</li> <li>● Working at height</li> </ul>				
<b>Fire protection</b> <ul style="list-style-type: none"> <li>● Fire exits</li> <li>● Correct number of appropriate fire extinguishers</li> <li>● signage</li> </ul>				
<b>Floors</b> <ul style="list-style-type: none"> <li>● Free of trips, slips and falls</li> <li>● Slippery / uneven / frozen</li> </ul>				

<b>Sanitary / toilets</b> <ul style="list-style-type: none"> <li>● Suitable and sufficient</li> <li>● Male / female / disabled</li> <li>● Disposal of waste</li> </ul>				
<b>Food</b> <ul style="list-style-type: none"> <li>● Suitable and sufficient</li> <li>● Hygiene</li> <li>● Disposal of waste</li> </ul>				

<b>Licence holder &amp; bar supervisor:</b>  <b>Head of Security:</b>  <b>Name of responsible first aiders or company:</b>	<b>Preparation &amp; events set up:</b>
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<b>Police, Fire, local authorities and access to local A&amp;E:</b>	<b>Access and parking arrangements:</b>
<b>Welfare arrangements:</b>	<b>Communications:</b>
<b>If an under 18 at an event is made to leave for any reason, they should always be accompanied by the members supervisor/event safeguarding officer until a parent arrives or the supervisor takes them home. If an under 18 arrives without supervisors and there is no one prepared from their group to take responsibility for them, call the parents and explain the situation. Always keep them inside the event building until the situation is resolved.</b>	<b>Contingency plan if the event is cancelled:</b>

This page is to be completed before the event to ensure you have all the information in one place. This document can then be shared / copied with others key people helping to organise and run the event. This should always include giving a copy to: your head of security, the first aiders and the person responsible and on site for the event.