

Borough of Berwick-upon-Tweed Safety Advisory Group (BBSAG)
Event Risk Assessment Template

Event :

Event Site :

Date of assessment

Assessed by :

Organisation name :

What is the activity you are assessing?	What hazards are present or may be generated?	Risk Factor (high / medium / low)	Who may be harmed by the hazards?	What existing precautions are already in place to either eliminate or reduce the risk of an accident happening?	What additional precautions do you need to either eliminate the risks or reduce the risk?	Action to be taken by	Date completed and signature
Example Erecting the main stage	Example Loose cables	Example High	Example Staff	Example None	Example Cover cables with cable ramp & make ramps visible by using fluorescent tape		

Please use additional sheets if necessary and return your completed form to :

David Cook, Chair, Borough of Berwick-upon-Tweed Safety Advisory Group (BBSAG), Berwick-upon-Tweed Borough Council, Council Offices, Berwick-upon-Tweed, TD15 1ED. Tel : 01289 301716 Fax 01289 330540 email : dc@berwick-upon-tweed.gov.uk

