**Event Safety Risk Control Plan Template**

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| Name of Event: | Exact Location of Event: |
| Date and time of event: | Expected number of attendees: |
| “Event organizer” name, address and telephone  number: | Person completing Risk Assessment: |

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| **RISK ASSESSMENT:**  List identified hazards associated with activities or environment (*e.g.*, crowds, physical activity, security, special needs groups, entertainment cancellations etc), and risk-management measures planned or taken for eliminating or  reducing risks to acceptable levels. **Append additional pages as required.** | | |
| **Hazard Identification** | **Risk Analysis** | **Risk-Management Plan** |
| *Example: Large sums of money on hand from at-the-door registrants* | *Theft* | *Ensure a volunteer or staff member is on-duty at all times so that the cash box is never unattended. At the end of the event, ensure the cash box is locked and taken directly to a bank for deposit.* |
| *Example: Speaker is flying in on a red-eye flight the night before the event* | *Speaker cancellation* | *Assign a back-up speaker in case of flight delays.* |
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