

# Event Management Risk Assessment Form Sample

Use this **Event Management Risk Assessment Form** sample to systematically identify and evaluate potential hazards associated with your event. It helps organizers implement effective control measures to ensure safety and compliance. Proper risk assessment is essential for successful event planning and risk mitigation.

## Event Details

Event Name	_____
Event Date(s)	_____
Event Location	_____
Organizer Name	_____

## Risk Assessment Table

Hazard Identified	Who Might Be Harmed?	Risk Level (Low/Med/High)	Control Measures	Responsible Person	Further Action Needed?
Slips, trips, and falls	Attendees, Staff	Medium	Clear walkways, secure cables, signage	Venue Manager	No
Fire hazard	All present	High	Fire exits marked, extinguishers on-site, brief staff	Safety Officer	Yes (Fire drill before event)
Crowd control issues	Attendees	Medium	Security staff presence, barriers, ticket checks	Security Lead	No
Electrical hazards	Staff, Contractors	Low	Qualified electrician to inspect installations	Technical Manager	No

## Declaration

Completed by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_