**Resource requirements for the event**

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| **Human resource requirements** | **Physical resource requirements** |
| Team roles and objectivesSkills and responsibilitiesNecessary trainingExternal people needed | Venue related eg booking the venue, signs, any other needs |
| **Legislative requirements** | **Risk management requirements** |
| Any legal issues that need to be considered for the event to be held including health & safety arrangements | From review of the risk assessment |

**Risk Assessment template**

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.All areas well lit, including stairs.No trailing leads or cables.Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.  | Better housekeeping in staff kitchen needed, eg on spills.Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitorManager | From now onxx/xx/xx | xx/xx/xxxx/xx/xx |
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http://www.hse.gov.uk/risk/casestudies/index.htm