**Resource requirements for the event**

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| **Human resource requirements** | **Physical resource requirements** |
| Team roles and objectives  Skills and responsibilities  Necessary training  External 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 monitor  Manager | From now on  xx/xx/xx | xx/xx/xx  xx/xx/xx |
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http://www.hse.gov.uk/risk/casestudies/index.htm