**Commence CIC Outdoor Events Risk Assessment**

**Event Name:** Various
**Event Date:** Various
**Event Location:** Various
**Prepared By:** Maryam Seyad
**Date of Assessment:** 24/02/2025

**1. Overview of Event**

Briefly describe the event, including activities planned, expected attendance, and any specific environmental considerations.

**2. Identified Risks & Control Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Risk** | **Persons at Risk** | **Control Measures** |
| **Slips, Trips & Falls** | Injury due to uneven terrain, wet or muddy surfaces | Staff, Participants, Volunteers | Clear signage, designated walkways, appropriate footwear advisory |
| **Adverse Weather** | Heatstroke, hypothermia, or strong winds causing hazards | Everyone | Provide shaded areas, hydration points, emergency shelter, monitor weather forecast |
| **First Aid Incidents** | Minor/major injuries from activities | Everyone | Qualified first aiders on-site, first aid kits available, emergency contact plan |
| **Fire Risks** | BBQs, smoking, electrical equipment fires | Everyone | No open flames near flammable materials, fire extinguishers available, designated smoking area |
| **Crowd Control** | Overcrowding, crushing, or disorderly behavior | Participants, Staff | Ticketing or attendance limits, security personnel, clear emergency exits |
| **Water Bodies (if applicable)** | Drowning, slips near water edges | Participants | Supervision, barriers/signage around water, no unsupervised access |
| **Manual Handling** | Lifting heavy equipment leading to injuries | Staff, Volunteers | Proper training, team lifting, trolley usage |
| **Infectious Diseases** | Spread of illnesses (e.g., COVID-19) | Everyone | Hand sanitizing stations, social distancing where necessary, encourage symptom-free attendance |
| **Wildlife & Plants** | Insect bites, allergic reactions, toxic plants | Participants | Advisory signage, emergency procedures for allergic reactions |
| **Lost or Missing Persons** | Children or vulnerable adults getting lost | Children, Vulnerable Adults | Wristbands, designated meeting points, event staff trained in safeguarding |

**3. Emergency Procedures**

* **First Aid:** Nearest first aid station and contact details of on-site medical staff.
* **Fire Evacuation:** Identify nearest exits and assembly points.
* **Extreme Weather Plan:** Procedures for severe weather conditions (e.g., event postponement, shelter locations).
* **Missing Person Protocol:** Steps to follow if someone is reported missing.
* **Emergency Contact Numbers:** List emergency services, event coordinators, and local authorities.

**4. Risk Assessment Review**

* **Assessment Reviewed By:** Maryam Seyad
* **Next Review Date:** 24/02/2026

*This risk assessment should be reviewed and updated regularly to ensure the safety of all event attendees.*