

**ANNEX**

**4**

# CHECKLIST

## Risk Assessment Form



<b>Event:</b>	
<b>Pre-Control measures:</b> Have you completed a full risk assessment of the site where the event will be held?	
Person from MFWS carrying out this assessment report:	
Date/Place/Time:	

Do you have public liability insurance?	
Are property and equipment insured?	
<b>Do you have a checklist to ensure you have all appropriate documentation, such as:</b>	
The event plan:	
Licenses/permits:	
Event program:	
Budget:	
Emergency plan:	
Other:	

# CHECKLIST

## Risk Assessment Form



<p><b>Event layout/facilities:</b> Is there potential for slips, trips, or falls at the premises/on the grounds: e.g., are cables and flexes positioned so as not to cause a tripping hazard?</p>	
<p>Location of event:</p>	
<p>Is the chosen venue suitable?</p>	
<p><b>Has the venue been checked?</b> <b>Is it accessible?</b> <b>Is it a closed venue?</b> <b>Do we have sole use of the venue?</b></p>	
<p>Electrical arrangements: Are electrical appliances protected from weather, physical damage &amp; interference?</p>	
<p>Are appliances protected by residual current circuit breakers, where appropriate?</p>	
<p>If generators have to be used, are steps in place to reduce noise nuisance?</p>	
<p>Identify the person to carry out the electrical assessment:</p>	
<p>Other:</p>	

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Who is the main lead of this activity?	
Has the number of MFWS staff required been established?	
If yes, how many?	
What is their designated role?	
What will the ratio of adults to participants be?	
Are there any stakeholders involved? If yes, who are they?	
Who are the people identified? (Stakeholders Group1)	
Clearance for members from (Stakeholders Group1)	
Who are the people identified? (Stakeholders Group2)	
Clearance for members from (Stakeholders Group1)	
Other:	

# CHECKLIST

## Risk Assessment Form



Who is the MFWS Focal Safeguarding Officer appointed?	
Emergency/Planning/Procedures Do you have an emergency response plan? (Detailing what needs to take place in the event of an emergency such as a fire, accident, disturbance)	
Could weather conditions interfere with the event? What is the contingency plan? Plan appropriate means to inform expected attendees of any last minute cancellation	
First aid Arrangements: Are the arrangements adequate and appropriate for the event?	
Person appointed from MFWS to monitor first aid during activity:	
Do you have trained staff or volunteers to man the first-aid post and use in case of emergency?	
Person appointed from MFWS to monitor first-aid from contacting to ensuring they are present during activity:	
If ambulance will be present, plan parking space:	
Other:	

# CHECKLIST

## Risk Assessment Form



<p>Fire safety arrangements: Have satisfactory fire risk assessments been completed?</p> <p>Is there adequate fire extinguisher/fire blanket provisions in place?</p> <p>Have you consulted with fire services to ensure you have all necessary fire fighting equipment</p> <p>(Depending on the type of event)</p>	
<p>Emergency/Planning/Procedures</p> <p>Do you have an emergency response plan?</p> <p>(Detailing what needs to take place in the event of an emergency such as a fire, accident, disturbance, adverse weather)</p>	
<p>Could weather conditions interfere with the event?</p> <p>What is the contingency plan?</p> <p>Plan appropriate means to inform expected attendees of any last minute cancellation</p>	
<p><b>Way Forward:</b></p> <p>Detail who is assigned to carry out the different duties:</p>	
<p><b>Signature of the person in charge of this risk assessment:</b></p>	
<p><b>Date:</b></p>	