

Safety Risk Assessment Form

This form should be completed for each event organised by the Rose Gale Trust in a public space. A Safety Risk Assessment is not required where the Trust is participating in events organised by other bodies (e.g. charity fair), or in a private space unless the organising Trustee(s) deem it to be necessary (e.g. absence of organiser's risk assessment).

EVENT NAME	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Location	<input type="text"/>		
Organiser(s)/ Trustee(s)	<input type="text"/>		
Liability insurance	CaSE Select Liability Insurance - policy no. 00468		
Licence/permit held	<input type="checkbox"/> Yes	If yes, give summary of requirements below	
	<input type="checkbox"/> No	<input type="text"/>	
Permit/licence ref	<input type="text"/>	Issued by	<input type="text"/>
Other authorisations	<input type="text"/>		

Main requirements of licence/permit/other authorisations

CONTACT ON THE DAY OF THE EVENT

Name	<input type="text"/>	Mobile	<input type="text"/>
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Risk/Hazard	Mitigating action required (instructions to participants highlighted)
Compliance with permits	
Injury	
Young persons personal safety	
Theft / threat of theft (safety)	

APPROVAL

The assessment is to be reviewed and approved by 2 Trustees.

Signature 1 (Trustee)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature 2 (Trustee)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>