

## Supporter Fundraising Event Risk Assessment

<b>Event Name:</b>		<b>Event Location:</b>	
<b>Date of Event:</b>	<b>Date of Assessment:</b>	<b>Your Name:</b>	<b>Signed:</b>
<b>What is the hazard or risk and what may it cause?</b>	<b>Who is at risk:</b>	<b>What can you do to minimise the risk?</b>	<b>Is there anything else you can do?</b>
<i>e.g. Moving furniture or equipment during set up, causing injury</i>	<i>Event organiser or helpers</i>	<i>Ask for help, bend knees to lift heavy items, don't carry more than you can manage</i>	<i>Use a sack trolley, use a vehicle to move things as close as possible</i>
<i>e.g. Handling cash, risk of loss</i>	<i>Event organiser, helpers, attendees, loss of money</i>	<i>Nominate a person to be responsible for all monies taken on the day</i>	<i>Have a secure place to take excess cash to on a regular basis</i>