

LPCC Activity Risk Assessment

1. Description of Activity :

2. Date and Location of Activity:

3. Does the Activity utilise the facilities of another organisation or company (transport and/or venue)? YES/NO

If Yes:

A) Provide the name and address of the organisation or company providing the facilities.

B) Is the Activity to be supervised, or receive instruction, by suitably qualified employees of (A)? YES/NO If no, why not?

C) Are you assured by (A) above that they are holders of a suitable & valid Public Liability insurance policy? YES/NO If no, why not?
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4. If answered "No" to (3), is the Activity to be organised and supervised by staff/volunteers of LPCC? YES/NO

If No, give the Name, Address and relevant qualifications of the individual(s) providing such organisation and supervision.....

5. Is there to be a Qualified First Aider in attendance? YES/NO

6. Are details of the nearest Accident & Emergency Hospital displayed? YES/NO

7. Are (voluntary) Emergency services personnel (St.Johns / Red Cross Ambulance, Fire Brigade etc.) to be in attendance? YES/NO

If "No" to 5,6 or 7 why not?

8. Any further remarks or observations

9. Activity organised on behalf ofOffice/team

10. Organiser/s:

Emergency contact (mobile or venue) staff mobile:

Date of Risk Assessment:

LPCC Activity Risk Assessment

Office:		Date of assessment:		Review date:			
Area being assessed:		Assessor(s) name:					
What are the hazards?	Who could be harmed and how?	What are the control measures	Risk rating	What further actions are required?	Action by whom?	Action by when?	Date done

Risk Ratings: 1 – Low risk , 5 = High Risk

- All LPCC staff and volunteers involved in the activity should have completed the CRB checking procedure
- Please take a copy of this completed form for your own records
- A separate Risk Assessment is required to be completed for each activity, including those that individually may form a larger event.
- Failure to properly assess each risk may deem the organiser negligent should any claim arise from an incident occurring within an organised activity