Appendix – Sample Risk Assessment

- 1. Summary of the event activities:
- 2. Where will the event take place?
- 3. How many people do you expect at the event?
 - a. Number of beneficiaries:
 - b. Number of volunteers:
 - c. Is there a minimum number of volunteers that I need for success?
- 4. My event requires coordination with local authorities
 - a. It required legal permission from my local authority Yes No

Yes

No

- b. I have acquired that permission
- c. I need to inform my local municipality Yes No
- d. I have informed my local authorities Yes No
- 5. I am carrying the First Aid kit with us for the event: Yes No
- 6. All my team members are above the legal age and they do not acquire parental permission to take part in our event: Yes No
- 7. Needed equipment for the event implementation for instance (gloves, masks) are available for usage: Yes No
 - a. I have acquired that equipment OR
 - b. I notified volunteers to bring it with them

Yes No

- 8. I have verified with my team members that they do not suffer from an allergy or a chronic sickness that might be affected by the activity nature: Yes No
- I have briefed my team about the emergency contacts in case of a sudden injury or security issues: Yes No
- 10. I am aware of security issues that may occur and planned accordingly: Yes No
- 11. I have a contingency plan for bad weather Yes No