

Risk Assessment

This template document should be used as a guide to help you complete a risk assessment for your event at Horizon Leeds, risk assessments are needed to ensure the safety of everyone onsite throughout each stage of the event (build, live, de-rig).

Completion of this form will help ensure your event runs as smoothly and as safely as possible. Examples of risk may include, but are not limited to;

- Bringing in Digital Displays
- Banners or Large Signage displays in use
- Installations; AV or production sets
- Activities; Team building
- Exhibition (NB: We have a separate template for exhibitors to complete)

Company/Event Name:				Date:
What are the hazards?	Who might be harmed and how?	What are you doing to prevent the hazard from harming anyone?	What, if any, further action is necessary?	Who is responsible for putting the assessment into action?

You must complete the 5 days prior to your event date. Please submit this completed form to natalie.pitts@horizonleeds.co.uk, if you have any queries about what may or may not be considered a risk, please don't hesitate to get in touch.