

Possible Incident	Description & who is at risk	Severity of risk 0-5	Likelihood of risk 0-3	Total Risk Rating	Actions taken to prevent Risk	Person in charge of carrying out action	Risk Rating Low-High
<b>Trip Hazard</b>	<ul style="list-style-type: none"> <li><b>Injury caused by tripping over cables</b></li> <li><b>Staff and attendees at risk</b></li> </ul>	2	2	4	<ul style="list-style-type: none"> <li><b>Where possible cables will be tucked against a wall and not across main footfall paths</b></li> <li><b>Where necessary cables will be taped down with brightly coloured tape or covered with a mat</b></li> <li><b>Only the cables needed will be used</b></li> <li><b>Cables will be kept neat and tidy</b></li> </ul>	Jacqueline O'Hagan	Low
Manual Handling - set up, strain							
Injury from falling objects							
Electrical injury							
Burns/injury due to fire							
Fall/injury							
Trip Hazards							
Accident - cars/vehicles							

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Outdoor Weather							
Public Hygiene- food poisoning/ use of chemicals							

TEMPLATE