

Event Risk Assessment Form.

Date of event(s)	
Start & finish times	
Address & description of venue e.g. Village Hall, barn, hotel etc.	Christmas Collections
Details of Event Organizer	
Details of Responsible Person(s) for health & safety for the event.	
Form completed By (Print name)	
Position within The Lions club	
Address	

Signature.....

Checked and Countersigned by Club President.....

Severity & Probability of risk 1=Low; 2=Medium; 3=High. If Overall Risk Factor = 9 should this part of event continue?

Hazard	Persons at risk	Severity of Risk	Probability of Risk	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
		1, 2 or 3	1, 2 or 3				
Inadequate supervision	All Members	3	1	3	A suggested minimum collection team size is 2/3, minimum to be present to allow the collection to start. Should the number of collectors fall below this figure at any point the collection to be ceased/cancelled.	Nominated Lion in charge	
Violence and Verbal abuse. General abuse from public and risk of theft of moneys collected.	All Members	3	1	3	All Lions to be circulated with guidance notes, emergency contact numbers and locations of sales bases where money can be deposited and assistance sought from other members.	All Lions	
Sweets	All	2	1	2	Sweets are to be presented wrapped & the ingredients checked for presence of nuts. Permission from parents must be gained before giving sweets if given to children.	All Lions.	

Guidance Notes for Christmas Collections.

A Lion in Charge is to be appointed for each collection period. The Lion in charge shall have absolute discretion over all activities for the collection. In the event of the Nominated Lion in Charge being unable to complete the event a change of Nominate Lion in Charge will be communicated to all attending Lions before continuing the event.

The nominated Lion in charge will have a copy of this risk assessment with him/her at all times.

The nominated Lion in charge will also convene a briefing meeting ahead of the collection advising the health and safety points below to all collectors.

You must ensure that your representatives and the related activity will not create any congestion or safety issues within the Store's vicinity.

Your representatives must adhere to the Store/Duty manager's instructions at all times.

Your representatives may only be present in the store Entrance/Exit.

You must ensure that your staff will leave the store clear of any excess litter as a direct result of your activities.

You must ensure that your representatives are aware and adhere to the rules and regulations relating to the store's Health & Safety policy.

Health and Safety

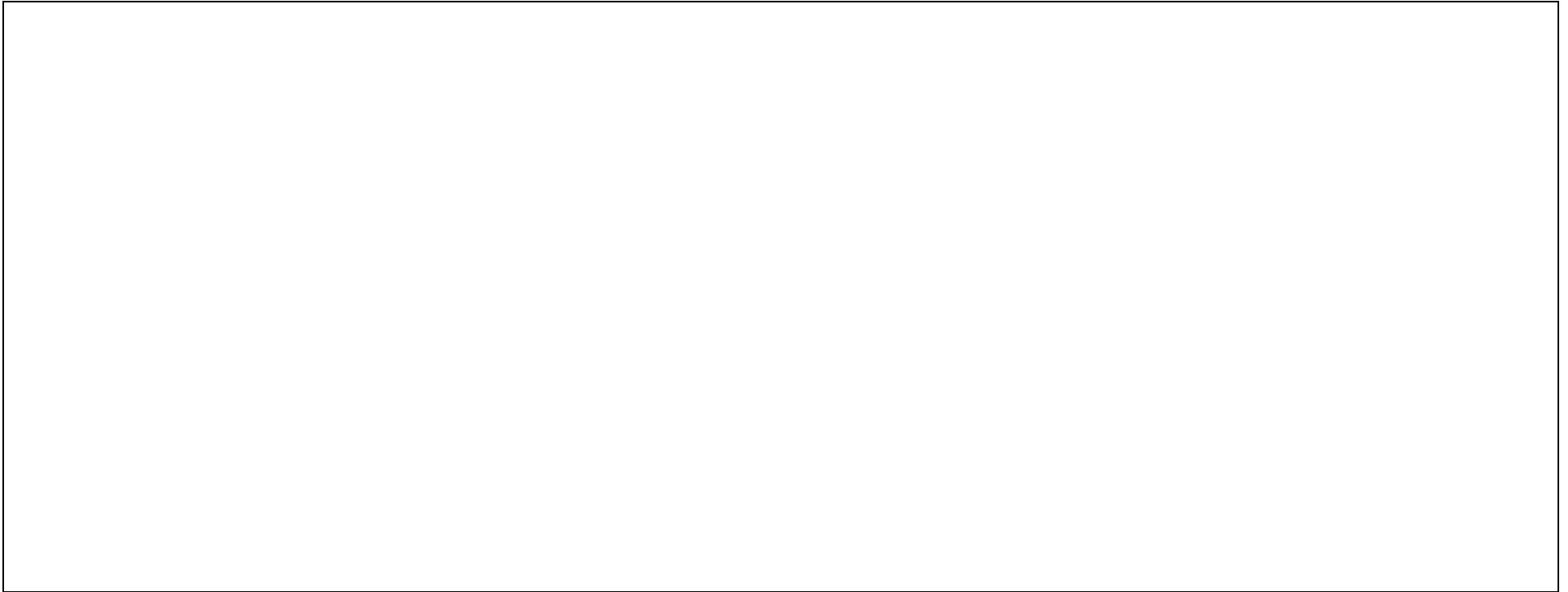
All Club members being used for the collection will be required to have a visitors pass and wear High Visibility Tabards with Lions Logo on face, no collector will be permitted to assist without this equipment.

A two person lift is required for the music box.

Emergency Contact Numbers (Lions with Mobiles only)

AFTER THE EVENT.

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.

A large, empty rectangular box with a thin black border, intended for users to write notes about actions taken during the event.