

## To be used by supporters organising their own fundraising events

Event Name:		Event Location:	
Date of Event:	Date of Assessment:	Your Name:	Signed:
What is the hazard or risk and what may it cause?	Who is at risk:	What can you do to minimise the risk?	Is there anything else you can do?
e.g. Moving furniture or equipment during set up, causing injury	Event organiser or helpers	Ask for help, bend knees to lift heavy items, don't carry more than you can manage	Use a sack trolley, use a vehicle to move things as close as possible
e.g. Handling cash, risk of loss	Event organiser, helpers, attendees, loss of money	Nominate a person to be responsible for all monies taken on the day	Have a secure place to remove excess cash to on a regular basis