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|  | BRITISH MOTORSPORTS MARSHALS’ CLUB LTD **PUBLIC LIABILITY INSURANCE RISK ASSESSMENT** |

To be completed for every event if organisers do not provide their own document

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| 1. | EVENT & VENUE |  |
| 2. | BMMC EVENT CO-ORDINATOR |  |
| 3. | FACILITY DESCRIPTION |  |
| 4. | EVENT DATE(S) |  |

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| 5. | 6. | 7. Risk |
| Potential Hazards | Controls | H | M | L |
| Manoeuvring delivery vehicle(s) |  |  |  |  |
| Positioning & immobilising display vehicles |  |  |  |  |
| Fire exit route(s) |  |  |  |  |
| Adequacy of lighting |  |  |  |  |
| Working above head height risks |  |  |  |  |
| Lifting heavyweight items |  |  |  |  |
| Use of power tools |  |  |  |  |
| Use of dangerous liquids |  |  |  |  |
| Stand/Tent not secure to ground |  |  |  |  |
| Falling display boards/items |  |  |  |  |
| Flags/banners/peripherals not secured |  |  |  |  |
| Slips/trips - uneven flooring |  |  |  |  |
| Slips/trips - electrical wiring |  |  |  |  |
| Slips/trips - guy ropes |  |  |  |  |
| Slips/trips - items in walkways |  |  |  |  |
| Sharp edges/items not protected |  |  |  |  |
| Electrical appliance fire risk |  |  |  |  |
| Hot liquid spillage |  |  |  |  |
| Need for crowd control |  |  |  |  |
| Risk of over-crowding |  |  |  |  |
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Notes to above -

[1] Insert name of event and/or location

[2] Insert primary BMMC representative or co-ordinator with email address & mobile number. Person should complete & retain this form.

[3] Insert details, e.g. show organised shell, self-constructed stand, recruitment tent.

[4] Insert event dates (single form should cover all days)

[5] Describe identified hazards that could cause harm to persons and/or property. Mark “N/A” and add other specific to event.

[6] Details controls implemented to eliminate or reduce risk

[7] Assess level of risk with controls in place with \*.

Incident action required -

[1] Draft a report detailing; nature of incident, damage/injuries, names & contact information of all persons present including witnesses and

 police/security/medical personnel.

[2] Take photographs.

[3] Advise all BMMC National Officers by email at earliest opportunity.