



# Risk Assessment Template

## 1. Event Details:

- Event Name: [Insert Event Name]
- Date & Time: [Insert Date & Time]
- Location: [Insert Location]
- Event Organizer: [Insert Name & Contact Information]
- Key Stakeholders: [List Organizers, Sponsors, Vendors, etc.]

## 2. Risk Identification:

- Identify potential risks related to:
  - Weather conditions
  - Technical failures
  - Security threats
  - Health and safety concerns
  - Crowd control
  - Vendor or supplier disruptions
  - Other (Specify)

## 3. Risk Analysis:

- Assess the likelihood and impact of each identified risk:
  - Likelihood: High / Medium / Low
  - Impact: High / Medium / Low
- Prioritize risks based on severity.

## 4. Risk Mitigation Measures:

- Describe actions to reduce the likelihood or impact of each risk:
  - Contingency plans for weather-related issues.
  - Backup power and AV equipment for technical failures.
  - Security measures including personnel and emergency procedures.
  - First aid stations and medical teams for health emergencies.
  - Controlled access and barriers for crowd management.
  - Alternative suppliers or vendors in case of disruption.
  - Other (Specify)

## 5. Emergency Response Plan:

- Emergency contacts (Police, Fire, Medical): [List Contact Numbers]
- On-site security contact: [Name & Contact]
- Evacuation procedures and meeting points.
- Communication plan for staff and attendees.



- Incident reporting process.

## **6. Responsibilities & Accountability:**

- Assign specific roles to event staff for:
  - Monitoring and reporting risks.
  - Coordinating emergency response.
  - Managing communications.
  - Ensuring compliance with health & safety regulations.

## **7. Post-Event Review:**

- Document any incidents that occurred.
- Assess the effectiveness of risk management strategies.
- Gather feedback from stakeholders for improvement.
- Implement lessons learned in future events.

## **8. Additional Notes & Attachments:**

- Site maps with emergency exits.
- Vendor contracts with contingency clauses.
- Insurance details and liability waivers.
- Any other relevant documents.

---

This risk assessment template should be regularly updated and reviewed by all key stakeholders to ensure a safe and well-prepared event.

# Health and Safety Checklist

Project: NAME				
Date: DATE				
Health & Safety Officer: NAME				
Venue: NAME				
Client: NAME				
Client Company: NAME				
Catering Info	Type	Numbers	Time	
Venue Fire Certificate	Yes	No	NA	
Public Entertainment License	Yes	No	N/A	
Hotels and conference venues generally have a public entertainment license which contains approval from fire authority that venue is suitable. This normally ties into occupancy levels as well.				
Venue Room Info	Room Usage	Name of Room	Layout	Max Capacity
	Main Plenary			
	Breakout 1			
	Reception			
	Dinner			
	After Dinner Ent			
	Client Office			

FIRE SAFETY DOCUMENT		WHITEWALL	
Project: NAME			
Project Date: DATE			
Health & Safety Officer: NAME			
Venue Name: NAME			
Fire Warning System	Bell	Y/N	
	Claxon	Y/N	
	Verbal alert	Y/N	
	Flashing light	Y/N	
Fire Assembly Points	Whitewall personnel		
	Clients		
	Venue fire marshalls		
Fire Escapes (Venue responsibility)	Sufficient number	Y/N	
	Unlocked	Y/N	
	Working	Y/N	
	Clear of obstruction	Y/N	
	Signage in place	Y/N	
	If no to any of the above detail below:		
Special Effects / Naked Flames	Venue informed of intention to use special effects or naked flame by:		
	Name		
	Date		
	Time of usage		
	Duration		
	Zones to be isolated on fire panel:		
In the event of a fire alarm:			
Health & Safety representative	On hearing alarm, evacuate area of work in a safe, calm and orderly manner.		
	Once immediate area of work is evacuated leave the premises by nearest fire exit and assemble at assembly point as detailed above.		
	Conduct roll call of upstage personnel and contractors and communicate to Producer.		
Whitewall personnel and contractors		On hearing alarm, evacuate area of work in a safe, calm and orderly manner. Once immediate area of work is evacuated leave the premises by nearest fire exit and assemble at assembly point as detailed above.	
Do not re-enter premises until all clear has been given by Fire Service or Venue representative			



Project Name

Date

Usher Plan

Ushers:

Usher 1: NAME (F/M)

Usher 2: NAME (F/M)

Usher 3: NAME (F/M)

Usher 4: NAME (F/M)

Schedule:

Time: XX Ushers arrive on-site

FOH to meet TBC

Time: FOH to conduct usher briefing and venue tour

Time: TBC to attend rehearsal in TBC (if required)

Time: Ushers to change

Time: Ushers on standby

Time: Crew break rotation (TBC mins allocation for each usher) managed by Team Lead

Time: TBC Ushers depart

Initial Positions:

Position 1: TBC

Duty: DETAILS – including any specific details especially pertaining to registration processes

Position 2: TBC

Duty: DETAILS

Position 3: TBC

Duty: DETAILS

Position 4: TBC

Duty: DETAILS

Second Positions:

Position 1: TBC

Duty: DETAILS

Position 2: TBC

Duty: DETAILS

Position 3: TBC

Duty: DETAILS

Position 4: TBC

Duty: DETAILS

**upstage Communications Ltd. Trading as whitewall**

63-66 Hatton Garden, Fifth Floor Suite 23,  
London, EC1N 8LE

**whitewallcreative.com**

Registration No: 03730073. VAT No: 756664784

Company registered in England and Wales



### Third Positions:

Position 1: TBC  
Duty: [DETAILS](#)

Position 2: TBC  
Duty: [DETAILS](#)

Position 3: TBC  
Duty: [DETAILS](#)

Position 4: TBC  
Duty: [DETAILS](#)

Breaks: Only one usher to break at any one time between [HOURS](#)

### Break Rota:

[TIME:](#) Usher 1  
[TIME:](#) Usher 2  
[TIME:](#) Usher 3  
[TIME:](#) Usher 4