# Risk Assessment Template –

please adapt to identify the potential risks involved in carrying out your activity

Activity being assessed: ………………………………………………………………………………………………………………..

Date: …………………………………………………………………………………………………………………………………………….

Assessed by: …………………………………………………………………………………………………………………………………

To be reviewed on: ………………………………………………………………………………………………………………………

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| Hazard | What could happen? | Who could be hurt? | How can we reduce the risk of harm? |
| Example- parents being served hot drinks at parent and toddler coffee morning | Young children/other adults could be scalded by hot liquidsSpillages could cause slips, trips or falls | Children/parents/volunteersChildren/parents/volunteers | Serve drinks in lidded cupsServe drinks in designated areas only which children cannot access.All spillages to be immediately notified to volunteers to be cleaned up |
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