**Digital Heroes**

**Risk Assessment Form for Community Event (To be completed by student)**

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| **Things to think about** | **Risks** | **What do we need to do to avoid the risk?** |
| Resources (list each resource below and add extra bullet points if needed. These can be human, equipment, or anything else you will need.)*
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| Think about the workplace hazards you need to be aware of at your chosen venue (wires/trips/falls). |  |  |
| **Privacy:** what are the risks to your privacy and others during the event? (Example: what happens if someone forgets to log out of their email on a device?)  |  |  |
| Safety: how to keep yourself safe and the people attending your event.  |  |  |
| **Exits:** (Are exits signposted? Do you know where they are? Where is the nearest fire exit to the room you will be in?) |  |  |
| **Fire drill:** What is the procedure? Will there be a practice one on the day you are using the venue?  |  |  |
| Any other risks you may have identified (for example how do you make sure people attend?) |  |  |