



CLUB RISK ASSESSMENT FORM

We ask all clubs that are bringing anything that could cause harm or damage to members of the public, their belongings or staff to fill in this form. We also recommend that clubs should have Public Liability Insurance to cover them at Japfest. You **MUST** complete, sign and return this form to Japfest@kelsey.co.uk by Monday 4th April 2022.

PLEASE COMPLETE THIS HEALTH AND SAFETY FORM FULLY

1. List all potential hazards on your stand
2. Identify who is at risk
3. Use the risk matrix below to calculate the risk rating. **Any risk rating above 2 are unacceptable.**
4. List what control measures will be used to reduce the risk.
5. Assess what risk remains once control measures are in place.
6. List what further action will be taken if any is required.

CLUB NAME:

PRINT NAME:

SIGNATURE:

DATE:

HAZARD (Anything likely to cause harm)	PERSON AT RISK	RISK RATING (See key below)			CONTROL MEASURES	REMAINING RISK			FURTHER ACTION NEEDED
		Likelihood	Severity	Risk		Likelihood	Severity	Risk	
<i>Example: Marquee blowing over</i>	<i>Public</i>	<i>M</i>	<i>M</i>	<i>3</i>	<i>Competent person to erect and secure marquee</i>	<i>L</i>	<i>M</i>	<i>2</i>	<i>N/A</i>

KEY

LIKELIHOOD:

- High:** Certain or near certain
- Medium:** Reasonably likely
- Low:** Very seldom or never

SEVERITY

- High:** Fatality or major injury causing long-term disability
- Medium:** Injury or illness causing short-term disability
- Low:** Other injury or illness

RISK RATING MATRIX

(For example, High Likelihood and Low Severity gives a risk rating of 3)

	Likelihood		
Severity	H	M	L
	6	4	3
	4	3	2
	L	3	2