



British Go Association

Event Risk Assessment

H&S Document No.		BGA HSE B/25.3
Prepared by		Sam Bithell (BGA H&S Officer)
Prepared on		29 th December 2025
Date for Next Review		29 th December 2026

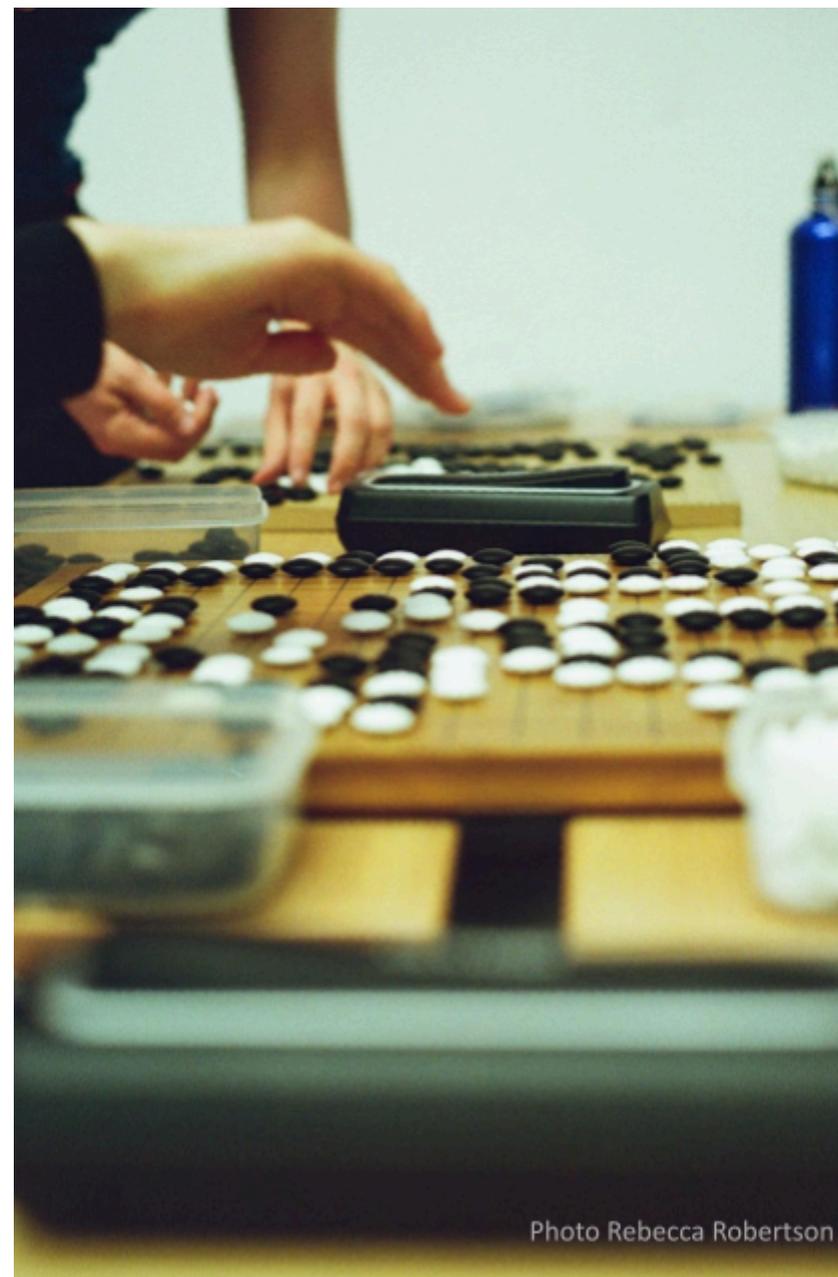


Photo Rebecca Robertson

How to Use this Document

This document is designed for event organisers to complete for themselves (in communication with the Health & Safety Officer if necessary) prior to an event which wishes to be covered by the BGA's Events Insurance Policy. It is a **necessary** step for insurance coverage and is the **responsibility of the event organiser** to complete.

This document must be completed and sent to the H&S Officer with a **minimum** of 1 week notice prior to the event in order to guarantee completion.

The BGA accepts no responsibility for lack of insurance coverage where the event organiser failed to complete this form.

Section	Page number	Description	Review (H&S Officer only)
Event summary	2	- Enter the name of the event, the dates and times and the key info about the venue	
Venue Details	3	- Enter the important information about the event itself and any relevant emergency details.	
Necessary Actions	4	- There is no information to fill out here, instead this page summarises the key actions required before, during and after the event.	
Risk Assessment	5 to 10	- The standard risk assessment, for most events there will be no need to edit any of this. - In special circumstances (e.g. where there are specific and non-standard risks) there will need to be consultation with the Health and Safety Officer about editing this section.	
Sign-off and Review	11	- To be signed off by the event organiser, and countersigned following review by either the Health and Safety Officer, or a member of the Board of the BGA	

Event Name:

Enter the name of the event here

Event Summary (for completion by the event organiser)

The Event

- | | | |
|------------|-------------|-----------|
| 1. Date(s) | start date: | end date: |
| 2. Time(s) | start time: | end time: |

The Venue

- | | | |
|-------------------------------|-----|----|
| 1. Will the event be staffed? | Yes | No |
| 2. First Aid | | |
| 3. Fire Safety | | |

Venue Details (for completion by the event organiser)

Venue Location <i>The address of the event venue</i>	Address:	Local Accident and Emergency <i>The address and contact of the nearest Accident and Emergency department</i>	Address:
Venue Emergency Contact <i>If it exists, otherwise N/A</i> <i>Contact 999 in the first instance in the event of an incident requiring the emergency services.</i>	Telephone:	Venue Emergency Assembly Point <i>Describe the location of the emergency assembly point (e.g. the car park)</i> <i>Communicate this to event attendees during registration</i>	Assembly point:
1. Fire Alarms	Firefighting Provision	First Aid Assessment	Defibrillator <i>Also known as an AED</i>
Are the fire alarms tested regularly? Yes No	Are there fire extinguishers? Yes No	Is there a first aid kit(s)? Yes No	Is there an AED on-site? Yes No
Is a test planned during the event? Yes No	Is there a sprinkler system? Yes No	If no, then has a kit been acquired? Yes No	If no, check the nearest AED location here: https://www.defibfinder.uk/
If you have any comments or questions about your risk assessment, please contact the Health & Safety Officer at hse@britgo.org			

What actions are necessary?

Before the event

1. Completion of this risk assessment by the event organiser in communication with the Health and Safety Officer.
2. Communication with the venue (where applicable) about relevant health and safety information.

During the event registration

1. Emergency exit routes and assembly points will be communicated to all attendees by the event organiser.
2. Designated smoking areas will be communicated to attendees by the event organiser (where applicable – e.g. there may be no smokers).
3. Any venue-specific info required to be passed on to attendees will be done so at this point (e.g. on-site parking restrictions, fire alarm tests).

Throughout the event

1. Good housekeeping will be maintained (e.g. tidying away cables, keeping food/drink stations clean and tidy, clearing away litter).
2. Any incidents or near misses will be reported to the HSE Officer as soon as is safe to do so by contacting HSE@britgo.org

After the event

1. In the unlikely event of an incident or near miss the HSE Officer will investigate and compile a report in communication with those involved.
2. Presuming no incidents or near misses have occurred then no further actions are required.

Emergency Risks (H&S Officer only)					
Hazards	Who is at risk?	Details and possible consequences	Risk Factor	Risk mitigation measures (where applicable)	Amended risk factor
Medical emergencies	Volunteers/organisers Event attendees Venue staff	Severe medical emergencies (e.g. strokes, heart attacks) can happen at any time and can be unexpected. Minor emergencies (e.g. cuts, sprains) can also happen at any time but generally require a less immediate response or can be dealt with individually and without the need for emergency services.	12	In severe cases the emergency services will be contacted by calling 999 . In less severe cases an assessment of the need for emergency services will be made. The person can be driven to the nearest A&E (see page 3 for address) as appropriate. In case of the need for first aid on-site venue staff will be contacted if available (see page 2), or the first aid kit can be used (see page 3 for location).	6
Fire	Volunteers/organisers Event attendees Members of the public Venue staff	Fire risk, though unlikely, could have the greatest consequences and as such immense care should be taken. Possible points of risk include: <ul style="list-style-type: none"> - Poorly maintained/malfunctioning electricals or batteries - Poor housekeeping leading to increased combustible materials. - Improperly extinguished cigarettes - Poorly maintained vehicles 	10	Electrical equipment will be kept in good working order. Good housekeeping will be maintained at all times to keep combustible materials to a minimum. The functionality of fire alarms and presence of firefighting equipment will be known (see page 3). No one should be	5

				<p>expected to tackle a fire if they are not trained or confident.</p> <p>Emergency exit routes, and assembly points will be known and communicated to all those present, during registration (see page 3).</p> <p>In the event of a fire attendees will evacuate the venue quickly but calmly via the specified routes to the emergency assembly point. A list of registered individuals should be checked to ensure no one is left behind.</p>	
Theft/vandalism	<p>Volunteers/organisers</p> <p>Event attendees</p> <p>Venue staff</p>	<p>Certain items belonging to the BGA, the organiser(s) or attendees may be the target of theft or vandalism during the course of the event.</p> <p>Valuables if left on show can lead to opportunist criminal activity without warning.</p>	10	<p>Care must be taken that valuable items (especially money) are kept in secure and monitored locations and that their presence is not widely advertised.</p> <p>In the event of criminal activity, the police will be informed as soon as it is safe to do so.</p> <p>The safety of people nearby is paramount and people will remove themselves from the area if they feel unsafe.</p>	5

Background and Activity Related Risks (H&S Officer only)					
Hazards	Who is at risk?	Details and possible consequences	Risk Factor	Risk mitigation measures (where applicable)	Amended risk factor
Slips, trips and falls	Volunteers/organisers Event attendees Members of the public Venue staff	Slips, trips and falls are one of the most common workplace incidents, but the likelihood can be easily reduced by good housekeeping. Common sources of slip/trip/fall incidents include: <ul style="list-style-type: none"> - Small steps - Stairs - Carelessly left obstacles (e.g. chairs, tables) - Cables - Water spills The consequences are increased during manual handling activities, such as carrying too much equipment alone.	12	Walkways will be kept clear and free of obstacles by practicing good housekeeping. Manual handling will be undertaken with care and with more than one person if necessary (see below).	8
Loading/unloading of equipment	Volunteers/organisers Event attendees	In addition to increased consequences for slips/trips/falls, manual handling can also lead to strain on muscles and joints, especially if repetitive. There is also risk from dropping heavy loads, both to people and to the equipment.	9	Care will be taken that people do not lift more than they can safely carry alone. Two or more people will carry heavier loads as appropriate, or lifting aids such as carts and trolleys will be employed.	3

Hot liquids	Volunteers/organisers Event attendees Members of the public Venue staff	Hot drinks are commonly provided during events, either through the use of a hot water boiler, or a kettle, or from independent vendors. The risk from hot liquids at such events is from burns due to spillages.	9	Hot drinks will be prepared and consumed with care. To avoid the risk of spillages, stations for preparing drinks will be kept clean and tidy and will not be overcrowded.	3
Electrical equipment	Volunteers/organisers Event attendees Members of the public Venue staff	Electrical equipment can be dangerous if not properly used or maintained. Dangers include increased fire risk, electrocution, burns, or damage to the equipment. Poorly managed cables can also contribute to the likelihood of slips/trips/falls.	10	Cables will be kept tidied away from walkways. Electrical appliances used at events (e.g. laptops, printers, projectors) will be properly maintained and assessed as safe to use by their individual owners.	5
Vehicles	Volunteers/organisers Event attendees Members of the public Venue staff	The presence of vehicles (cars, vans, lorries, bicycles) can be a risk to life if proper care is not taken. The main contact point during an event is most likely to be nearby car parks and street parking as people arrive/leave the event	6	Individuals must take their own appropriate precautions when driving or walking through venue car parks, being aware of the blind spots of their own vehicle or those of others. Any specific parking instructions relayed by the venue will be communicated to attendees directly.	4

<p>Infectious disease (e.g. COVID-19, flu, common cold)</p>	<p>Volunteers/organisers Event attendees Members of the public Venue staff</p>	<p>While the main threat from the COVID-19 pandemic has passed there remains a risk, especially to vulnerable individuals, due to this and other infectious diseases.</p> <p>Responsibility for management of this risk lies with individuals and the level of importance they place on it.</p>	<p>6</p>	<p>Mask wearing and hand washing/sanitizing (amongst other precautions) may be undertaken by attendees as they see fit.</p> <p>Event organisers and attendees should remain respectful of others wishes in terms of mask wearing and personal space, but there is no requirement on organisers to enforce such actions.</p>	<p>6</p>
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Environmental Risks (H&S Officer only)					
Hazards	Who is at risk?	Details and possible consequences	Risk Factor	Risk mitigation measures (where applicable)	Amended risk factor
Poor housekeeping	Volunteers/organisers Event attendees Members of the public Venue staff	Poor housekeeping contributes to a variety of other risks, as highlighted in the preceding risk assessment. Additionally, improper disposal of rubbish and litter can pose risks to the local environment as well as contributing to the degradation of the natural world.	9	Good housekeeping will be maintained generally, and rubbish/litter disposed of appropriately. The venue should be left clean and tidy following the event. Recycling should be disposed of at the appropriate locations, and responsibility should be taken for the cleanliness of the venue and comfort of attendees.	3
Smoking/Vaping	Volunteers/organisers Event attendees Members of the public Venue staff	The impacts of second-hand smoke are well established, and some attendees may be asthmatic or have other respiratory illnesses that could be exacerbated by smoke/vapour. Improperly extinguished/disposed of cigarette butts or vape batteries can also be sources of ignition for fires.	6	Smoking/vaping will be confined to designated outside areas of the venue, away from open doors and windows in order to ensure the safety and comfort of other attendees. Cigarette butts should be properly extinguished and disposed of, as should disposable vapes.	3

Risk Assessment Acceptance

Signature by the event organiser and counter- signature by the H&S Officer, (or a BGA Board Member)

Risk Assessment prepared by:		Risk Assessment approved by:	
Position	Event Organiser	Position	
Name		Name	
Signature		Signature	
Date		Date	

Once signed, send the completed document to the H&S officer at hse@britgo.org for review and acceptance. A completed PDF copy of the form will be filed by the H&S Officer and returned to the event organiser prior to the event.

Event organisers must provide a **minimum of 1 week notice** to the H&S Officer to ensure this form is completed prior to the event.

Relevant Additional Documents:

- BGA HSE A/26.1 – Health and Safety Policy (<https://www.britgo.org/Policy16>)
- BGA HSE B/25.2 – Risk Assessment Template
- BGA HSE C/26.1 – Health and Safety Procedure
- BGA HSE D/26.1 – Incident and Near Miss Report

RISK MATRIX		Likelihood				
		1 Very Unlikely	2 Unlikely	3 Possible	4 Probable	5 Certain
Consequence	1 Very Minor	1	2	3	4	5
	2 Minor	2	4	6	8	10
	3 Moderate	3	6	9	12	15
	4 Major	4	8	12	16	20
	5 Very Major/ Fatality	5	10	15	20	25

1-5	<ul style="list-style-type: none"> - Very minor harm may be possible in rare situations, serious harm is very unlikely to occur - Risks should be monitored, and additional mitigations implemented if necessary
6-10	<ul style="list-style-type: none"> - Minor harm is possible in some situations, serious harm is unlikely to occur - Mitigation measures should not be ignored, and risks should remain closely monitored. - Additional mitigations may be put in place dynamically as necessary
11-15	<ul style="list-style-type: none"> - Moderate harm is possible, serious harm may occur in some situations - Mitigation measures should be implemented at all times, and the risks should be under continual monitoring - Additional mitigations may be put in place if necessary - PPE should be worn if appropriate to the task at hand - Activities should cease if the likelihood or consequence of a given hazard causes the risk factor to increase beyond 15 <ul style="list-style-type: none"> o Until mitigation measures are put in place which reduce the risk factor below 15
16-25	<ul style="list-style-type: none"> - Serious harm, or even fatality, is probable - Stop the activity in question immediately or do not begin it in the first place - Ensure the situation is made as safe as possible and contact either the emergency services (in the event of an incident requiring emergency response) or the relevant emergency contact stipulated at the beginning of the RA - Evacuate the venue if necessary