**LBB Promotional Activity Risk Assessment Template**

|  |  |
| --- | --- |
| **Promotional Activity Being Undertaken:** |       |
| **Location:** |       |
| **Who is exposed to the risk:** | Individuals involved in promotion and members of the public |
| **Date of Risk Assessment:** |       |
| **Assessors name:** |       |
| **Review date:***(should be a minimum of one year from last assessment)* |       |
| **Public Liability Insurance Expiration Date:** |       |

**Risk Assessment:**

The Risk Rating score is the likelihood of a risk occurring times the severity of the risk should it occur. A guide to how to score these can be found below in the Risk Rating Scale.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Action or activity?** | **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing** | **Risk Rating score** | **What further action is necessary** | **Who needs to carry out the action?** | **When is the action needed by?** |
|  | *Note type of activity being undertaken* | *List the potential hazard* | *List who might be harmed and how* | *List measures already in place to control the risk* | *Insert risk score* | *List what action is needed to reduce risk* | *List who needs to carry out this action* | *List when this action needs to be undertaken* |
| *Eg.* | *Setting up promotional display* | *Slips and trips* | *Members of staff and public* | *Staff training in how to assemble display* | *1x1=2* | *Set-up before shops open, ensure no loose parts left on footway during set up* | *All staff* | *At all times* |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |

**Risk Rating Scale:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** |  | **Severity** |  | **Risk Rating** |
| 0 | Zero to very low |  | 0 | No injury or illness |  | 0-5 | Tolerable |
| 1 | Very unlikely |  | 1 | First aid injury or illness |  | 6-14 | Intolerable; the additional actions **must** be detailed  |
| 2 | Unlikely |  | 2 | Minor injury or illness |  | 15+ | Immediate action to control hazard |
| 3 | Likely |  | 3 | “3 day” injury or illness |  |  |  |
| 4 | Very likely |  | 4 | Major injury or illness |  |  |  |
| 5 | Almost certain |  | 5 | Fatality or disabling injury |  |  |  |