

**Neuadd Goffa Llanduddoch  
St Dogmaels Memorial Hall  
Risk Assessment Template (for event leaders)**

Club name: .....  
 Assessment carried out by: .....  
 Date of next Review: .....  
 Date assessment was carried out: .....

What are the hazards?	Who might be harmed and how?	Reasonable measures- short, measurable, attainable, realistic , targets	Who needs to carry out actions	When is the action needed by	Done

**Keep your Risk assessments manageable. Keep to short comments. Complete Risk Assessment before activity begins and pin to notice board in the hall. Particular clubs may have their own Risk Assessments- please use these if available and pin to the notice board before your activity commences.**  
**There is no need to repeat the assessment each time you hold a regular session. Please up date if required or if new guidance is provided.**  
 Diolch/Thank you More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)