Example of a completed risk management template

Event organisers may find using a checklist like the one below helpful when identifying risks and risk management options specific to their event or setting. Please note that a single event can include more than one risk factor, so you may need to refer to multiple rows.

This is an example of a risk management template for an indoor event with free movement of attendees and high crowd density, such as a large music event. You can also download or print a blank template to refer to when you are planning your event(s).

Example: risk management framework for large indoor music event

	Good hygiene, cleaning and handwashing	Manage suspected COVID-19 cases	Communication	Engage with local transport authorities	Ensure sufficient ventilation	NHS QR code (and contact details if asked)	NHS COVID Pass	Stewarding	Zoning	Crowd movement strategies
Safety measures for any indoor or outdoor event	✔	✔	✔	✔	✔	✔	✔			
Additional mitigations you should introduce if your event features one or more of these characteristics										
Congested areas								✔		
Free movement between people							✔	✔	✔	

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High crowd density							✔	✔	✔	
Large numbers of attendees							✔	✔		
Events involving energetic activity									✔	