

RED EVENT – risk assessment declaration form



Event details

Event title		Event dates	
Venue/host		Organiser	
Presenter/demonstrator		Audience Age profile and numbers	
Type of demonstration/activity	Lecture/demo <input type="checkbox"/>	Hands-on practical work with children <input type="checkbox"/>	
	Practical-based competition <input type="checkbox"/>	Hands-on practical work with adults <input type="checkbox"/>	
	Science fair <input type="checkbox"/>	Other <input type="checkbox"/>	
Outline of demonstration/activity			

Risk assessment completion

In order to be suitable and sufficient, the risk assessment must take in to account the activity, the location and the nature of the audience. This should be considered when relying on previous assessments.

Has a suitable & sufficient risk assessment been carried out for this event by a competent person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of risk assessor		
Organisation		
Position and competence (experience, qualifications) of assessor		
Date of assessment		

Risk assessment methodology

This section covers the risk assessment methodology used to undertake the assessment of this event:

Select the risk assessment methodology used to for the event	Used the Royal Society of Chemistry methodology	<input type="checkbox"/>
	As an employee of the host location, used the host location's methodology	<input type="checkbox"/>
	Used the methodology of the presenter's employer, if different from above	<input type="checkbox"/>
	Used the presenter's own methodology	<input type="checkbox"/>
	Used another methodology (enter name)	

Risk assessment verification

Does the risk assessment cover all of the significant hazards to the presenter, other staff and the audience or participants	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the risk assessment been verified by any other party, such as the safety advisor of the host/partner organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please enter details of verifier below
Name of verifier	
Organisation	
Position and competence (experience, qualifications) of assessor	
Was the assessment approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of verification	

Declaration

I declare that the responses on this form are accurate to the best of my knowledge, and I agree to submit risk assessments for the event if requested.

Print name & signature		Date	
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Upon completion, please email this declaration form to msadmin@rsc.org at least two weeks before the event start date.

Please note: it is not necessary to submit your risk assessment with this declaration. However, the Royal Society of Chemistry may call-in risk assessments for audit either because of the responses to the questions on this form, because of previous incidents or on a random basis. The Royal Society of Chemistry reserves the right to withdraw support from events if they are not adequately risk assessed.

Royal Society of Chemistry use only

Reviewed by		Date	
NFA: <input type="checkbox"/>	Call in for reactive audit: <input type="checkbox"/>	Call in for random audit: <input type="checkbox"/>	