



Year of the Manx Language 2026 Event Risk Assessment Template

Event Title:	
Date of Event:	
Location/Venue:	
Event Organiser(s):	
Contact Details:	
Assessment Completed By:	
Date Completed:	
Review Date (if applicable):	

1. Event Overview

Brief Description of the Event:

Expected Attendance:

Event Type: (eg Indoor, Outdoor, Mixed:

Duration:

2. Key Contacts

Role	Name	Contact Number
Event Lead		
Venue Contact		
First Aid / Medical		
Emergency Services Liaison (if applicable)		

3. Hazard Identification and Risk Control

[illegible]

4. Emergency Arrangements

First Aid Provision:

Nearest Hospital / Medical Centre:

Emergency Assembly Point:

Fire Exits / Evacuation Routes:

Communication Plan (e.g., radios, mobile numbers):

5. Insurance and Permissions

Public liability insurance in place?

Venue / landowner permission obtained?

Licensing requirements checked (music, alcohol, etc.)?

Risk assessment shared with team and venue?

6. Final Sign-Off

Name	Signature	Date
Event Organiser		
Venue Representative (if applicable)		

7. Guidance Notes

- Review and update this assessment before your event date.
- Ensure all volunteers and staff understand their roles and emergency procedures.
- Keep a printed copy on-site during the event.
- For larger events, coordinate with local authorities or the Isle of Man Civil Defence / Fire Service if required.