



## Event Risk Assessment Template

**Document Type:** Template

**Version:** V1

**Date:** 08th May 2026

### Event Details

Field	Details
Event Name	
Event Type	Competition / Seminar / Grading / Demonstration / Workshop / Other
Venue	
Event Date	
Event Times	
Event Organiser	
Lead Assessor	
Expected Attendance	
Participating Clubs	
First Aid Provider	
Welfare / Safeguarding Contact	
Emergency Contact Number	
Review Date	

### Event Overview

This template is designed to help organisers identify and manage risks associated with Taekwondo events, competitions, seminars, gradings, demonstrations, and related activities.

This assessment should consider:

- participant safety,
- safeguarding,
- welfare,
- supervision,
- first aid,
- venue suitability,
- crowd management,
- accessibility,
- emergency procedures,
- and activity-specific risks.

## Risk Assessment Table

<b>Hazard / Risk</b>	<b>Risk Level Before Controls</b>	<b>Who May Be Affected</b>	<b>Control Measures</b>	<b>Risk Level After Controls</b>	<b>Further Action / Notes</b>
<b>Slips, trips and falls</b>	Medium	Participants, spectators, volunteers	Walkways and activity areas kept clear. Venue checked before event begins. Spillages dealt with promptly.	Low	
<b>Overcrowding</b>	High	Participants, spectators	Attendance monitored. Clear walkways and exits maintained. Event layout planned appropriately.	Medium	
<b>Unsafe venue or facilities</b>	High	Everyone present	Venue checked before use. Unsafe areas restricted or removed from use. Toilets, exits and spectator areas monitored.	Low	
<b>Injury during training, sparring or demonstrations</b>	High	Participants	Qualified instructors and officials supervise activities. Rules and safety requirements explained. Appropriate protective equipment used.	Medium	
<b>Head contact / concussion</b>	High	Participants	Follow TCUK Head Contact & Concussion Protocols. Remove participant immediately if concussion suspected. Medical/first aid support available.	Medium	
<b>Mismatch of participants during sparring</b>	High	Participants	Participants matched appropriately based on age, size, experience and ability. Additional supervision during sparring.	Medium	
<b>Medical emergency or serious injury</b>	High	Everyone present	Qualified first aid provision available. Emergency access routes maintained. Emergency services contacted where required.	Medium	
<b>Fire or venue emergency</b>	High	Everyone present	Emergency exits identified and kept clear. Evacuation procedures communicated to staff and volunteers.	Low	
<b>Safeguarding concern or disclosure</b>	High	Children, adults at risk, participants	Welfare/Safeguarding contact identified. Reporting routes available. Safeguarding concerns escalated appropriately.	Medium	
<b>Lost child / vulnerable participant</b>	High	Children, adults at risk	Clear supervision arrangements. Meeting points	Medium	

			identified. Welfare Officer available where appropriate.		
<b>Inadequate supervision</b>	High	Participants	Appropriate instructor/student and staff ratios maintained. Volunteers briefed on responsibilities.	Medium	
<b>Bullying, harassment or inappropriate behaviour</b>	Medium	Participants, spectators, volunteers	Codes of Conduct promoted and enforced. Concerns addressed promptly.	Low	
<b>Spectator behaviour</b>	Medium	Participants, officials, spectators	Spectator expectations communicated. Unsafe or abusive behaviour managed appropriately.	Low	
<b>Photography / filming misuse</b>	Medium	Children, adults at risk, participants	Photography guidance followed. Concerns reported promptly. Restricted areas monitored where appropriate.	Low	
<b>Online or social media misuse</b>	Medium	Participants	Event media managed responsibly. Inappropriate content addressed or removed.	Low	
<b>Equipment failure or unsafe equipment</b>	Medium	Participants	Equipment checked before use. Unsafe equipment removed immediately.	Low	
<b>Fatigue / dehydration</b>	Medium	Participants	Water breaks encouraged. Activity intensity monitored. Suitable rest periods provided.	Low	
<b>Accessibility / inclusion issues</b>	Medium	Participants, spectators	Venue accessibility considered. Additional support needs identified where reasonably practicable.	Low	
<b>Unauthorised access to restricted areas</b>	Medium	Participants, officials	Restricted areas supervised. Staff and volunteers aware of access arrangements.	Low	
<b>Food allergies or medical conditions</b>	Medium	Participants, spectators	Relevant medical information considered where appropriate. Emergency contacts available.	Low	
<b>Electrical hazards / cables</b>	Medium	Everyone present	Cables secured safely. Equipment checked before use.	Low	
<b>Manual handling / setup injuries</b>	Medium	Volunteers, staff	Appropriate lifting techniques used. Heavy items lifted by multiple people where appropriate.	Low	

### Safeguarding & Welfare Arrangements

Area	Details
<b>Welfare / Safeguarding Contact Available?</b>	Yes / No
<b>Safeguarding Contact Details Displayed?</b>	Yes / No

<b>Reporting Procedure Available?</b>	Yes / No
<b>First Aid Provision Confirmed?</b>	Yes / No
<b>Emergency Procedures Confirmed?</b>	Yes / No
<b>Lost Child Procedure in Place?</b>	Yes / No
<b>Photography Guidance Communicated?</b>	Yes / No
<b>Codes of Conduct Communicated?</b>	Yes / No

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### Emergency Procedures

Emergency Type	Procedure
Medical Emergency	
Fire / Evacuation	
Lost Child / Vulnerable Person	
Safeguarding Concern	
Severe Weather / Venue Issue	

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### Additional Event-Specific Risks

#### Additional Risk Control Measures Further Action

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### General Notes

The organiser should ensure:

- activities are supervised appropriately;
- safeguarding and welfare arrangements are accessible;
- emergency procedures are understood;
- first aid provision is suitable for the size and nature of the event;
- risks are reviewed dynamically throughout the event;
- incidents and safeguarding concerns are recorded appropriately.

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### Sign-Off

**Name Role**

**Signature Date**

Event Organiser / Assessor

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### Review

This risk assessment should be reviewed:

- before each event;
- after incidents or safeguarding concerns;
- when venue or activity arrangements change;
- or where additional risks are identified.