



NETWORKING EVENTS

Safety Guide

Event Planning

4

Key Benefits

16

Control Measures

3

Checklist Items

KEY BENEFITS

Connections

Builds valuable professional connections.

Opportunities

Creates business and career opportunities.

Knowledge

Facilitates knowledge sharing and learning.

Industry Insight

Provides industry insights and trends.

KEY HAZARDS & CONTROL MEASURES**Alcohol Service**

- ✓ Trained bar staff
- ✓ Food provided
- ✓ Non-alcoholic options available
- ✓ Transport options shared

Crowd Flow

- ✓ Capacity limits observed
- ✓ Clear circulation routes
- ✓ Furniture arranged safely
- ✓ Exits kept accessible

Data Protection

- ✓ Privacy policy communicated
- ✓ Secure registration platform
- ✓ Opt-in for data sharing
- ✓ Data retention limits

Venue Safety

- ✓ Venue risk assessment reviewed
- ✓ Lighting adequate
- ✓ Fire exits checked
- ✓ Staff briefed on emergency procedures



RISK ASSESSMENT
WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today