



Event Risk Assessment Guidance Note and Forms

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Disabled persons.
- Children and elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Provision of facilities.
- Fire, security and cash collection.
- Health and safety issues.

- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High	An unsecured inflatable being used in adverse weather conditions by young children.
Medium	A display of animals in a roped off arena.
Low	A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.

- Find a substitute for that activity/machine etc.

Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Event Title:.....

Organiser(s):.....

Date:.....

RISK ASSESSMENT

Venue:

Hazard	Persons at risk	Risk factor	Control measures	Action to be taken	Residual rating
<i>ANYTHING WHICH CAN CAUSE HARM</i>	<i>STAFF, PUBLIC , CONTRACTORS ETC.</i>	<i>CATASTROPHIC(3),SERIOUS (2) ,MINOR (1) OR INSIGNIFICANT (0)</i>	<i>WHAT YOU INTEND TO DO TO MINIMISE THE RISK</i>	<i>WHAT ACTION YOU WILL TAKE AT THE EVENT</i>	<i>LOW, MEDIUM OR HIGH AFTER CONTROL MEASURES AND ACTIONS</i>
Crowd disturbance - crushing, trip and falls, violence	Public, staff and stewards	3	Provide Stewards	Stewards in radio contact, channel 8 Stewards trained in crowd control Stewards to be briefed by police services St John's Ambulance in attendance	Low
Vehicle movements	Public, staff and stewards	3	Car park marshalling	Designated routes for service and emergency vehicles Designated entrances and exits for visitors vehicles Authorisation system for all vehicles	Low
Unloading and loading on site	Staff and stewards	2	Dedicated loading and unloading area. Personnel to use correct techniques and gloves where required	Overseeing by dedicated steward	Low

Event Title:.....

Organiser(s):.....

Date:.....

RISK ASSESSMENT

Venue:

Hazardous item e.g. Machinery, electrical equipment, fuel, vehicles, structures	Who is likely to be at risk from these items?	What is the likely risk from this item? E.g. Electric shock	How likely is it that it may occur? <i>High,</i> <i>medium, low.</i>	How are you going to reduce the possibility of someone being at risk from these items?	Any further action required?

Thinking through your event from the start will help you identify potential hazards in advance and will allow you time to consider how to minimise the risks involved. Responsibility for ensuring the safety of those employed at and attending your event is entirely yours. Use the blank risk assessment to compile a comprehensive risk assessment unique to your event.