

## **Event Risk Assessment Guidance Note**

Full risk assessments should be carried out for all event processes/tasks/activities. This is a legal requirement, and the following are some guidelines which should aid you in carrying out your risk assessments. However, please note that it is entirely your responsibility to carry out all necessary risk assessments and you must ensure that your assessments fully take into account the specific facts and circumstances of the event in question. 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. The following are some examples of the types of hazards that should be addressed:

- 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 list on the following page sets out some examples of the groups that should be taken into account:

Stewards

- Stewards.

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

This list is by no means exhaustive and care should be taken to identify others who may be affected.

### **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.

This list is by no means exhaustive and care should be taken to identify other areas.

### **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:

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

### **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.
- Restricting access to the hazard
- Implementing procedures to reduce exposure to the hazard.
- Find a substitute for that activity/machine etc.
- The use of personal protective equipment as a last resort.

The above list is not exhaustive and care should be taken to identify other measures.

### **Record the risk assessment findings**

You may wish to 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**

All those affected by a risk assessment must be provided with information relating to the nature of the risk and the control measures to be implemented



# Event Risk Assessment Form

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Venue: \_\_\_\_\_ Organiser: \_\_\_\_\_

<b>Hazards Identified</b>	<b>Persons at Risk</b>	<b>Risk Factor (High / Medium / Low)</b>	<b>Measures Required To Control The Risk</b>	<b>Action To Be Taken By (Name)</b>	<b>Date Completed &amp; Signature</b>

Name of assessor: \_\_\_\_\_

(print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_