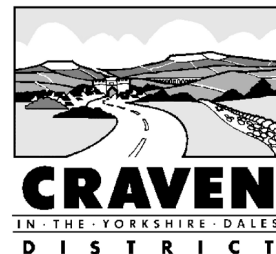


# Event Risk Assessment Guidance Note and Form



A risk assessment must be carried out for all events. This will also 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. The Council do not 'approve' the risk assessment in any way but nevertheless we require a copy to be submitted to ensure an adequate assessment has been undertaken.

## 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:

<b>High</b>	An unsecured inflatable being used in adverse weather conditions by young children.
<b>Medium</b>	A display of animals in a roped off arena.
<b>Low</b>	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.
- Find a substitute for that activity/machine etc.
- 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.

## 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 risk assessment form *(completed example)*

Event: *Skipton family fun day* ..... Date of event: *28<sup>th</sup> August 2005* Assessor: *John Smith* .....

Hazards	Persons at risk	Risk factor	Measures required to control the risk	Action to be taken by (name)	Date completed & signature	Revised risk factor
<i>Trips, slips falls on same level</i>	<i>All at event especially the aged or those carrying objects</i>	<i>4 x 2 = 8</i>	<i>Pre-event check to remove loose material, level uneven ground All cables buried or at high level Information about uneven ground and correct footwear</i>	<i>John Smith</i>	<i>26/08/05 J Smith</i>	<i>2 x 2 = 4</i>
<i>Electrocution from portable equipment</i>	<i>All at event especially children</i>	<i>2 x 4 = 8</i>	<i>Competent person to check all electrics All equipment &amp; cables to be routed out of public areas RCD protective devices used Weather protection</i>	<i>Sam Jones</i>	<i>27/08/05 S Jones</i>	<i>1 x 4 = 4</i>
<i>Vehicular pedestrian accident</i>	<i>All at event especially children &amp; aged</i>	<i>2 x 4 = 8</i>	<i>Signed parking area Cars excluded from event site - stewards Traders vehicles not allowed to leave or enter during event</i>	<i>John Smith</i>	<i>27/08/05 J Smith</i>	<i>1 x 4 = 4</i>

**risk = likelihood x severity**

Likelihood	Severity
1 = highly unlikely to ever occur	1 = slight inconvenience
2 = may occur but rarely	2 = minor injury requiring first aid
3 = may occur rarely	3 = medical attention required
4 = may occur from time to time	4 = major injury leading to hospitalisation
5 = likely to occur often	5 = fatality or serious injury leading to disability

**1 – 5 = low risk**

**risks controlled**

**6 – 12 = medium risk**

**further precautions required**

**15 – 25 = high risk**

**stop activities, immediate action required**

# Event risk assessment form

Event:..... Date of event:..... Assessor:.....

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