

Appendix 1) Event Risk Assessment Guidance Notes

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 at the back of this document.

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 that 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 (including food and drink)
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities (loading and handling)
- Falls e.g. from ladders, structures or trailers.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity, movement and pinch points.
- Money handling

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.
- Vulnerable persons (young children, the elderly etc)
- Potential trespassers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- 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.
- 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 changes 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.

2) Risk Assessment EXEMPLAR

Event: Charity Event					
Identified Hazards	Persons at risk	Risk High, Medium Low	Measures required to control risk	Action taken by	Date complete and signature
Slips, trips and falls (from trailing leads)	General Public Event Organiser	L	Trailing leads checked and covered	Initial	Date and sign
Environmental health (sale of cakes and alcohol)	General Public	M	Certificate of Food Hygiene Alcohol Licence		
Vehicular movements (charity display vehicle).	General Public	H	Careful supervision of movement on and off site. Vehicle in neutral with brakes applied		
Manual handling activities (loading and unloading of charity literature and stand)	Event organiser	L	Manual handling training Supervision Use of trolleys Smaller loads		
High noise levels (band playing).	Event staff	L	Use of ear muffers if appropriate Consideration of noise levels and local residents		
Crowd intensity, movement and pinch points (visitors to the area and proximity to road)	Event organiser Event staff General Public General Public (especially young children and the elderly)	H	Appropriate stewarding		
Money handling	Event organiser Event staff	L	Lockable money tin Appropriate supervision		

Name of Assessor (print) _____

Signature _____

Date _____