

Risk Assessment

Risk Assessment Notes

A Risk Assessment is essential to the planning of safe activities and events. There are also numerous pieces of legislation which require Risk Assessments to be carried out. The principle one of these is the Management of Health and Safety (Workplace) Regulations 1999. This requires Risk Assessments to be carried out to satisfy the principle of reducing risk to a level that is reasonably practicable which is enshrined in the Health and Safety at Work Act 1974.

All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people at work or affected by the work activity.

Hazards and associated risks if reasonably practicable should be eliminated. If risks cannot be eliminated then reasonably practicable control measures based on the specific circumstances of an activity or an event must be applied to manage those risks. These controls may be physical or procedural. The nature of the risks and the detail of the associated control measures must then be communicated as appropriate to those who will work or otherwise come into contact with the hazards and risks.

To clarify their meaning:

- Hazard is the potential to cause harm
- Risk is a function of the probability (or likelihood) of that harm actually occurring and the severity of its consequences. The extent of risk should also take account of the number of people exposed to the harm.

The following template suggests an outline document and one method of recording a risk assessment in a simple and straight forward manner. Different formats can be used including those using a matrix scoring system as long as the core processes of the assessment are covered.

The HSE guide '5 Steps to Risk Assessment' identifies the following processes:

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| Step 1 | Identify the hazard |
| Step 2 | Decide who might be harmed and how |
| Step 3 | Evaluate the risks and decide on precautions |
| Step 4 | Record your findings and implement them |
| Step 5 | Review your assessment and update if necessary |

Where appropriate, for larger and more complex events or activities, it is advised that your risk assessment should be sectioned into specific areas of activities such as the build and breakdown, activities, event infrastructure/temporary structures, live event period. A fire risk assessment can either be included as a separate document or within the main risk assessment.

In terms of contractors and suppliers of equipment or activities, risk assessments, methods statements and relevant insurances should be sought in advance of the event and taken into consideration when writing or reviewing your risk assessment.

The process of site design and management leading to the production of an Event Management Plan should be based on the findings of your risk assessment. Please ensure that the hazards and risks identified must be specific to your event and to the venue / location.

Your risk assessment should be signed and dated, with previous versions noted on the document.

Please remember that all event organisers have a legal duty to assess risks to your staff, contractors, suppliers and members of the general public.

Documented evidence of that process being completed is essential before the City Council gives assent to your proposed activity on the public highway, or when using any of the Council's assets or premises.

Event Risk Assessment Template

Event Name:	
Event Date:	
Event Location:	
Version:	

Introduction

Section should provide an overall summary of the event and should identify any details on who has written the document and their experience and any specific measures that have been taken to collate the information.

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Hazards	Who is at risk from the hazards identified	Control measures
(Section / subject area of activity)		

Document prepared by:	Name and position	
	Date	
Review conducted by:	Name and position	
	Date	
Review conducted by:	Name and position	
	Date	

Examples

(please note these are all non-event specific and are non-exhaustive and are to be used as a guidance/examples only)

Hazards	Who is at risk from the hazards identified	Control measures
Event Infrastructure - Build and Breakdown		
Failure to maintain control of equipment	<i>Event staff</i> <i>Contractors</i> <i>Members of public</i>	<ul style="list-style-type: none"> • A Safety Officer to be appointed to oversee the work of installation and to liaise with event management, contractors and statutory authorities. • Load in may necessitate road closure or traffic/people management. Overnight load may be beneficial. • Temporary barriers will be erected around construction areas during build/ dismantle where there are hazards to the public or other staff working on site. • All contractor vehicles/plant movement to be supervised. Contractors to provide banksmen for their own operations. • All persons to be trained and competent for the task being undertaken
Falling materials, structure collapse, or collapse caused by high winds when erecting / dismantling structures	<i>Event staff</i> <i>Contractors</i> <i>Members of public</i>	<ul style="list-style-type: none"> • All structures to be erected by approved contractors who will have been vetted in advance by Event Safety Co-ordinator. • The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Co-ordinator/Site Manager will, however, intervene if unsafe working practices are observed. • Areas where erection taking place must be "off limits" to others not taking part. Such working areas should be fenced off and/or stewarded. Construction site signage erected where appropriate. • Head protection/PPE should be worn where detailed in the suppliers RAMS. • Method Statements and/or Risk Assessments to be provided. • Erection sequence determined by contractor to minimise risk of collapse. • Plant used to be suitable for the task at hand and operated by competent persons. All plant operations to be detailed by contractor. • Working at height issues to be addressed in RAMs • Contractor to be responsible for briefing their staff on safe systems of work for the individual structure
Unauthorised use or injury caused by forklifts / tele-handlers	<i>Event staff</i> <i>Contractors</i> <i>Members of public</i>	<ul style="list-style-type: none"> • All equipment operators should be appropriately certified and competent, with evidence / proof being provided in advance • Plant to operate with audible reversing warning and operate with flashing lights. • Contractors to provide competent banksmen as required • Only suitable loads to be carried – no overloading or carrying of person • Checks for overhead obstructions and cables. Spotters on ground used if appropriate

<i>Hazards</i>	<i>Who is at risk from the hazards identified</i>	<i>Control measures</i>
Event Day		
Overcrowding, crushing, increased emergency evacuation time.	<i>Staff</i> <i>Contractors</i> <i>Members of public</i>	<ul style="list-style-type: none"> • Maximum capacity of all the areas has been established. The capacity has been based on xx per square meter. • Access to the event is free entry via one of the four gates. Stewards will click visitors in and out. Once capacity is being approached, ingress will be controlled and a 1 in 1 out procedure will be enforced. • Admission is controlled through pre-sold tickets. Entry policy in place. • Herras fence and similar barriers placed as per site plan to ensure access is restricted to managed areas only. • Use stewards/barriers to control crowd movements as required • PA procedures in place to control crowds
Slips, trips and falls on existing steps and furniture	<i>Staff</i> <i>Contractors</i> <i>Members of public</i>	<ul style="list-style-type: none"> • Event is taking place on even, level ground and the site is well drained and open • Trip hazards within all areas have been assessed and either cordoned off or removed • Steps are in a good condition and will be stewarded. • Steps will be used as main viewing areas during the event itself. Measures taken to ensure that access up and down main steps is available throughout event by stewards. • Fixed items of street furniture will be subject to observation by stewards to prevent undesirable behaviour/climbing.
Illness, injury	<i>Members of public</i>	<ul style="list-style-type: none"> • A competent medical company has been appointed to manage all medical arrangements and will provide a suitable number and type of medical staff according to their event risk assessment. • Liaison with LAS and agreed suitable cover for all the events. • Suitable first aid post established on site. • First aid located away from loudspeakers. • Quality drinking water to be available at first aid point together with shade/shelter to protect from weather conditions. • First Aid point to be suitably identifiable via signage and located such as to allow ambulance access and egress. • Event control will have direct contact with medics to prevent any delay in response. • Medics to have suitable maps of the event site to prevent any delay in response. • Security / stewards will assist any medical response as necessary

Lack of toilet facilities resulting in urination on the street / in the park	<p><i>Staff</i></p> <p><i>Members of public</i></p>	<ul style="list-style-type: none"> • There will be a suitable number of toilets to accommodate the full capacity of the site. • There will be a suitable number of disabled toilets located at readily available locations. These will have suitable access and egress to and from the toilets • Public toilets are located within the event site and will be available for use
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<i>Hazards</i>	<i>Who is at risk from the hazards identified</i>	<i>Control measures</i>
Activities		
Fire / electric shock due to use of generators	<i>Staff</i> <i>Members of public</i>	<ul style="list-style-type: none"> • Minimum number of shared generators to be used • All generators to be located in areas away from high crowd density and appropriately secured / barriered • Only diesel (no petrol) generators to be used • All generators to have sufficient and appropriate fire extinguishers at hand • Generators only to be provide by approved electrical distribution contractor • Generators to be suitably earth bonded
Entanglement, entrapment, damage to structures or breaking free of tethered blimps	<i>Staff</i> <i>Members of public</i>	<ul style="list-style-type: none"> • All blimps to be tethered securely using guy ropes, fastenings on fixed belts and blimp supervisors on either side of structure when moving • Blimps, when stationary to be correctly ballasted according to the supplier calculations • Experienced and reputable company providing structures • Event / site specific risk assessment and method statement provided by contractor • Wind speed monitored by supervisors with an anemometer on an hourly basis (more frequently if winds are above 30mph) • Blimps to be lowered in gusts of up to 40mph and deflated if gusts reach 50mph
Crushing / overcrowding at the activity station	<i>Staff</i> <i>Members of public</i>	<ul style="list-style-type: none"> • Barrier / queuing systems in place • Separate exit lane provided after the activity has been completed • Localised battery PA system in place to communicate to the queues • Stewards to manage the front and back of the queues • Adequate pedestrian flow areas maintained around the activity which are stewarded • In the event of a localised evacuation, security and steward teams to facilitate crowd movement away
Allergic reactions to face painting	<i>Members of public</i>	<ul style="list-style-type: none"> • Contractor to use hypo allergic face paints and contents to be available to view • Minimum of age limit of 3 years old • Contractor risk assessment and method statement provided • Contractor has Public Liability Insurance

<i>Hazards</i>	<i>Who is at risk from the hazards identified</i>	<i>Control measures</i>
Catering and Concessions		
Food poisoning	<i>Staff</i> <i>Members of public</i>	<ul style="list-style-type: none"> • All traders have to be registered with the Local Authority. • All traders must comply with all food hygiene and food safety legislation. • All food handlers must have the necessary food hygiene training. • All traders must use as necessary food hygiene PPE and have hand washing facilities in place. • Inspection of documentation for each trader to be undertaken by Local EH Officer.
Fire / explosion due to use of LPG	<i>Staff</i> <i>Members of public</i>	<ul style="list-style-type: none"> • LPG to be limited to a maximum of 1 cylinder spare for each one in use at each unit. • Vehicles and units to be checked on a regular basis for compliance. • Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event • Safety Officer. • Competence/training of staff in the use/changing of LPG to be vetted. • LPG storage facility to be established behind the catering units in a secure area and not accessible to public.