

Example Event Risk Assessment

As the event organiser you have the legal responsibility to make sure that the event is run safely.

If anyone is injured because of the event organiser's negligence, the organiser could end up in court.

The following table shows where risk assessments are required:

Type of event	Risk Assessment
Private land, private organiser	Not Required
Council land/building, private organiser	Required
Council land/building, Council is organiser	Council is responsible for risk assessment/insurance/event management.

The Council recognises the risks associated with the use of Chinese lanterns, namely the potential to cause significant loss of property and risk to human and animal life. In an effort to protect our community, the Council does not permit the use or sale of Chinese Lanterns at any event which takes place on council land.

All organisers must conduct a risk assessment for their event

We have included samples for common hazards to illustrate what is expected. This risk assessment template is generic and has been produced as good practice guidance only. The content should be tailored to ensure that all hazards specific to your own event has been identified and relevant controls put in place to adequately control the risks. You may find example risk assessments a useful guide at <http://www.hse.gov.uk/risk/casestudies>. Event guidance can also be found at: <http://www.hse.gov.uk/event-safety/running.htm>

Event name: Your name: Date of risk assessment:

Hazard & Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Action by who?	Action by when?
<p>Management of Safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out.</p> <p>Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). If you hire equipment for the event from an outside body or organisation (e.g. inflatables) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the event.</p>	<p>All staff, supervisor to monitor</p> <p>Manager</p>	<p>From now on</p> <p>xx/xx/xx</p>

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<p>Slip, Trips and Falls</p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	<p>Event Organiser/Stewards to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>		
<p>Vehicle movement</p> <p>E.g. car parking, reversing vehicles, carnival floats etc</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Entrances to car park/car parking area clearly marked and kept clear at all times. Car park surface to be regularly maintained and check for damage, potholes and debris etc.</p> <p>Parking spaces for visitors with disabilities available close to entrances/event location.</p> <p>For large events, parking to be controlled by marshals wearing high visibility vests. Car park well lit.</p> <p>Speed limit signage clearly displayed.</p> <p>Temporary traffic cones appropriately placed, if necessary. Police/highways liaised with for large events.</p>	<p>Event Organiser to arrange adequate parking signage, and ensure all persons are informed of event and traffic arrangements</p>		
<p>Physical Hazards present at site</p> <p>E.g. Drowning in river, falling down steep slope</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.</p> <p>Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:</p> <ul style="list-style-type: none"> ▪ Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) ▪ Steep, slippery or unstable ground (including those with holes or excavations) 	<p>Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)</p>		
<p>Equipment and Electrical Failure</p> <p>E.g. Injuries to those using or</p>	<p>Members of Public</p> <p>Employees</p>	<p>Ensure equipment is well maintained and in a good state of repair.</p> <p>Where equipment requires statutory inspection (such as portable appliances, lifting equipment, Fairground rides, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available</p>	<p>Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements.</p>		

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working on the equipment, including collapse	Volunteers Contractors	onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the <u>PIPA</u> industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person) Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event. Any stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures.	Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.		
Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Members of Public Employees Volunteers Contractors	Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training. Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks. Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised ▪ Wherever possible, lift items with assistance rather than alone 		
Weather Issues E.g. extremes of weather can cause injuries and present hazardous	Members of Public Employees Volunteers Contractors	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow, lightning etc) Ensure there is an adequate supply of water to prevent dehydration.	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)		

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Emergency Arrangements and first aid	Members of Public Employees Volunteers Contractors	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	Ensure emergency services have adequate access / parking on day of event		
Children and Young Persons E.g. A young person taking unnecessary risks resulting in injury / Lost Children	Members of Public Employees Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult. All staff and stewards made aware of the Lost Child policy.	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment. Check CRB status of person to take responsibility for lost children at the event.		
Contractors E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public Employees Volunteers Contractors	Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.	Ensure contractors are given adequate safety information regarding the event.		
Fire Safety E.g. Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands	Members of Public Employees Volunteers Contractors	Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005. The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event. Ensure that the premises and any equipment provided in connection with fire-	Inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the event. Provide agency staff with appropriate instructions and relevant information about the risks to them. The risk assessment should pay particular		

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		<p>fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a component person in an effective manner, in efficient working order and in good repair</p> <p>If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.</p>	<p>consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition such as pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the site, lone workers, unaccompanied children and young persons and those with a disability. For further information please refer to the Fire Guidance for Events, available at: http://www.communities.gov.uk/publications/fire/firesafetyassessment)</p>		
<p>Crowd Management</p> <p>E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>Ensure adequate access for wheelchair users and pushchairs is provided.</p> <p>Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system) if necessary</p>	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; • Emergency lighting works; • Fire-fighting equipment and alarms are in full working order; • A PA system for use in emergencies can be heard clearly in all parts of the venue. 		
<p>Public Disorder</p> <p>E.g. Violence, Aggressive or antisocial behaviour</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Staff trained to spot potential trouble makers, defuse tension/situations etc throughout.</p> <p>Adequate number of trained, SIA badged security staff.</p> <p>Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public.</p> <p>Control of numbers at event particularly in performance areas and marquees.</p> <p>Security staff employed to observe crowd behaviours.</p> <p>No alcohol allowed /drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	<p>Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event.</p> <p>Consult with the local Police on security plans.</p>		

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<p>Natural Hazards including dangerous plants cuts from thorns, Wasp & Bee nests,</p> <p>E.g. Skin rash from plants, bee sting resulting in anaphylactic shock</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.</p> <p>Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.</p>	<p>Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).</p> <p>At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction</p>		
<p>Disposal of waste</p> <p>E.g. Hazardous waste, vermin, public hygiene, slips trips</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Arrangements in place to clear site of litter and refuse after event, including local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc.</p> <p>Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day.</p> <p>Special containers for glass.</p> <p>Appropriate protective clothing and equipment provided for litter/ waste collection.</p>	<p>All relevant people to be briefed on arrangements for waste collection</p>		
<p>Welfare Arrangements</p> <p>E.g. Lack of toilet facilities, public hygiene</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Toilets to be made available. Signage informing the public to be clearly displayed and regular checks to be conducted to ensure that sufficient toilet tissue and hand soap is available.</p> <p>Additional mobile toilet(s) to be provided if required.</p> <p>Consider any special requirements for those attending the event e.g. disabled access, additional containers for nappy disposal, etc.</p>	<p>Organiser to consider appropriate number of toilets required for event.</p>		