



## Risk Assessment Guidance

### How to write an Event Risk Assessment?

It is necessary to complete a risk assessment for your event. This will help ensure that your event runs as smoothly and as safely as possible. This guide explains how to complete the risk assessment.

#### Step 1 - Identify the hazards

List all the activities and equipment that will be at your event. Then think about the hazards relating to each activity and piece of equipment. A hazard is something with the potential to cause significant harm, such as:

- 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
- Fireworks
- Bouncy castles

Please note that you have a duty of care to identify Covid-19 as a risk at your event. Whilst you can't remove the risk of Covid-19 transmission at your event there is still a requirement to reduce the risk where possible.

Please consider the following when assessing risk of Covid-19 at your event:

- Hot and cold running water and soap at events to maintain hand hygiene
- Use of hand sanitiser if hand washing facilities are not available
- Keep areas as ventilated as possible e.g. keep one side of the marquee open
- Advise attendees and staff not to attend an event if feeling unwell
- Cleaning schedules for sanitary areas for hygiene reasons

This list isn't exhaustive, and you will need to identify any other hazards related to your event's activities.

### **Step 2 – Identify the persons at risk**

For each hazard you identify, list all the groups of people who may be affected. This might:

- Stewards
- Employees
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

### **Step 3 – Consider all event areas**

- 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
- First aid, fire, event security
- Cash collection
- Toilet facilities and welfare
- Exhibitors and demonstrations
- Structures
- Amusements and attractions
- Waste management
- Food hygiene
- Manual handling
- Structures
- Animals
- Working at height

#### **Step 4 – Identify the actions to be taken to minimise each risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures considered. The risk is the likelihood of the harm arising from the hazard. You should consider what you will do to control the risks. The following should be considered:

- Train staff
- Implement procedures to reduce exposure to the hazard
- Prevent access to the hazard e.g. use of barriers for stage
- Remove the Hazard if it cannot be controlled
- Use personal protective equipment
- Understand and comply with legislative standards, codes of good practice and British standards
- Get advice from HSE

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

Use the provided Risk Assessment Template to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference. Give a copy of the form to the landowner and to everyone working at the event. 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.

## Risk Assessment Template

Name of Event	
Venue	
Date of Event	
Name of Risk Assessor	
Date of Risk Assessment	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<i><b>Example:</b> Slips, Trips and Falls</i>	<i>Staff and events attendees' risk serious injury if they slip or trip, even on the level.</i>	<i>Floors in marquees and other structures laid by a competent person.  Steps, changes in level and other tripping hazards fenced if not used.</i>	<i>Regular inspections of the site.</i>	<i>Event Management  Contractors</i>	<i>Pre-event</i>	
<i><b>Example:</b> Manual Handling</i>	<i>Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.</i>	<i>All work involving manual handling assessed on an individual task basis. Only trained staff involved in manual</i>	<i>Ensure new staff undertake manual handling training.</i>	<i>Event management</i>	<i>Pre-work start</i>	

This guidance and 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 event have been identified and relevant controls put in place to adequately control the risks.

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		<i>handling.</i>				
<b>Example:</b> Covid-19	<i>Staff and event attendees. Contracting or spreading of coronavirus by frequently touched surfaces.</i>	<i>Hand washing facilities with hot and cold water available on site.</i>	<i>Hand sanitiser available in marquees.  All surfaces to be cleaned regularly.</i>	<i>Event Management</i>	<i>During the event</i>	
<b>Example:</b> Bouncy Castles	<i>The public risk serious injury if bouncy castles are defective or there is inadequate supervision.</i>	<i>Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.</i>	<i>Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.</i>	<i>Event Management</i>	<i>Pre and during event</i>	
<b>Example:</b> Collapse of structures	<i>Workers and others risk serious, possibly fatal injury if fixed structures collapse.</i>	<i>Stages and marquees to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures.</i>	<i>There is a need to check weather forecast daily. Check with providers maximum wind speeds that structure can withstand safely. Make contingency plans.</i>	<i>Event Management  Contractors</i>	<i>Pre and during event</i>	

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More information on managing events safely: <https://www.hse.gov.uk/event-safety/>