

# Guidance on completing the 'Event Risk Assessment' Template

Activity to be Assessed		Assessment Number		
<i>List type of activity: Carnival/ Charity Walk/ Street Party/ Fun Run/Live music concert, exercise class / food festival/parade</i>		<i>Your ref</i>		
Persons undertaking or affected by the activity <i>tick all that could come into contact with any hazard during the event set up, the event or the derig</i>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Participant				
Identified Hazards and Associated Risks  <i>List anything that could cause injury to the people ticked above, we have listed some examples:-</i>		Likelihood  <i>This score needs to reflect probability before putting safety measures in place so will be 3 or above Example scores given:-</i>	Severity  <i>This score needs to reflect probability before putting safety measures in place so likely to be 3 or above Example scores given:-</i>	Risk Level  <i>See template below working out the risk level</i>
1	Overcrowding/ crushing <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	<i>High</i>
2	Vehicle Impact <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
3	Slips Trips and Falls <i>Anxiety, physical discomfort, minor or major injury, death.</i>	4	5	High
4	Electric supply <i>Anxiety, physical discomfort, minor or major injury, death.</i>	4	5	High
5	Extreme Weather <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
6	Drug and Alcohol affects <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
7	Fire <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
8	Noise <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
9	Lost Children <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High

10	Terrorism <i>Anxiety, physical discomfort, minor or major injury, death.</i>	2	4	High
11	Covid 19 <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	5	High
12	Sharps <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	4	High
13	Food Poison/ Water Contamination <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	4	High
14	Structure Collapse <i>Anxiety, physical discomfort, minor or major injury, death.</i>	3	4	High

*This is the formula which works out the level of risk:-*

KEY							
Likelihood	Severity	Severity of Injury					
		5	5Y	10R	15	20	25
		4	4	8	12	16	20
		3	3	6G	9	12	15
		2	2	4	6Y	8	10Y
		1	1	2	3	4	5G
		0	1	2	3	4	5
		Likelihood of Injury					
		Low Risk	Medium Risk	High Risk			
1 - very unlikely	1 - nuisance						
2 - unlikely	2 - minor						
3 - likely	3 - medical treatment						
4 - very likely	4 - major						
5 - certainty	5 - fatal						

Existing Control Measures / Additional Control Measures Required	
<i>Below we have listed a number of suggested measures that can be implemented to reduce the level of risk:-</i>	
1	<p><b>Overcrowding / Crushing:-</b>            Ensure the event space is large enough to accommodate numbers expected with a safety margin available.            Have competent and experienced stewards monitoring crowds and possible surges            Provide suitable safety barriers            Have sufficient exit points devoid of obstructions            Suitable communication plan in place to inform event goers of evacuation if required i.e. loud hailers or PA</p>
2	<p><b>Vehicle Impact:-</b>            Restrict vehicle movement when event is 'open'            Have competent and experienced stewards to guide vehicle movement            Cordon off event site build and derig areas to the public when vehicle movement is taking place            Limit speed limit to 5mph            Use a Banks person or lead vehicle for reversing or heavy duty vehicle movement            If parade/fun run/ fun walk – ensure it takes place either on a public footpath or close roads            Staff and contractors to wear high vis vests            Implement walking lanes on the event 'build' and 'derig' site where possible            Clear signage</p>
3	<p><b>Slips, Trips and Falls:-</b>            Ensure there are no trailing cables/pipes            Highlight any trip hazards with cones/ hazard tape            Ensure there is no build-up of waste            Highlight uneven or slippery surfaces            Cover trailing cables / pipes with cable ramps or dig into grass if possible            First Aider/First Aid post on site            Prevent working at height where possible;            Use suitable access equipment and suitably trained persons if working at height is necessary</p>
4	<p><b>Electric Supply:-</b>            Ensure any temporary electrics are installed by a competent person and in compliance with The Electricity at Work Regulations 1989            Have suitable firefighting equipment            All generators will be earthed and fenced off            Only diesel generators to be used</p>
5	<p><b>Extreme Weather Conditions:-</b>            Monitor weather reports in the lead up to the event            Cancel the event in extreme weather conditions            Provision of First Aid point. (To treat e.g. exposure / sunstroke).            Trees / Sheltered areas available            Sun cream for staff and volunteers            Consider having drinking water points</p>
6	<p><b>Alcohol and Drug Consumptions:-</b>            Sale of alcohol only permitted if license in place            Competent and sufficient numbers of SIA trained stewards to remove people under the influence and causing problems            Provision of First Aid/welfare points            Remove any assailants from the Event Site.            No Lone working</p>

7	<p><b>Fire Safety:-</b>          Appoint a Fire safety officer/ steward          Have suitable and sufficient fire-fighting equipment          Temporary Power to comply with Electricity at work regulations 1989          Have suitable and sufficient evacuation routes</p> <p>Fire * see separate fire safety plan*          minor or major injury, death.</p>
8	<p><b>Noise:-</b>          Limit P.A. output          Sound levels to be agreed and pre set          Staff to be issued with hearing protection if required          Regular rotation of staff that may be in high noise level areas.          Limit duration of exposure to 5 hours maximum.          Speakers to be set min 3 m away from the public</p>
9	<p><b>Lost Children/Persons:-</b>          Have competent and sufficient stewards          Have an information point/meeting point clearly sign posted          Have a suitable communication system in place i.e. radios for stewards; PA system; loud hailer          Have a lost child procedure in place; form; PA message; when to escalate to emergency services          Issue wrist bands for parents to add contact numbers</p>
10	<p><b>Terrorism</b>          All areas to be checked for suspicious items prior to Event opening          All crowd activity to be monitored at all times by Event Security provider          Staff to follow 'Run Hide Tell' safety advice          Bomb threats call 999 and follow instructions          Chemical Attack – call 999 and follow instructions          If the event is to attract over 500 people, Police SECCO advice will be followed</p>
11	<p><b>Covid 19</b>          The event will conform to current government guidelines in relation to events          Comprehensive Social distancing, hand washing, mask and symptomatic signage in place          Hand Sanitising stations placed at entrances and near catering; marquee and toilet facilities          Compulsory to wear masks in indoor structures such as marquees          Sufficient and competent stewards to monitor compliance          Staff, stewards and contractors given strict guidance on their wellbeing and staying away if ill</p>
12	<p><b>Sharps</b>          Regular litter clearance using suitable PPE          Glass not issued when serving drinks          Sharps box available at a location known to all stewards</p>
13	<p><b>Food Poisoning/ Water Contamination</b>          If a temporary drinking water supply is provided ensure the installation conforms to current guidelines and regulations – a separate water risk assessment will be completed          Provide a water supply for caterers          Contract caterers that are registered with their local environmental health department and have a good-excellent food standards rating          Ensure adequate waste water operation is in place or ask traders to take it away after the event</p>

14	<p><b>Structural Collapse</b>          Ensure all structures, marquees and all temporary structures are constructed to the appropriate standards and inspected/certificated prior to use.          Marquee supplier to provide a Wind Management Plan and inspect structures on a regular basis.          Members of the audience will not be able to interfere with any structures on the site, suitable barriers will ensure separation          All structures will either be signed off by a Structural Engineer or a Competent Contractor responsible for building said structure          Robust emergent evacuation plan to deal with structural collapse</p>
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Reassessment of Activity Hazards <i>The aim is that the risk level for all activities is low</i>		Likelihood	Severity	Risk Level
1	Overcrowding/ crushing <i>Anxiety, physical discomfort, minor injury.</i>	1	3	Low
2	Vehicle Impact <i>Anxiety, physical discomfort, minor or major injury</i>	1	4	Low
3	Slips Trips and Falls <i>Anxiety, physical discomfort, minor injury,</i>	1	3	Low
4	Electric supply <i>Anxiety, physical discomfort, minor or major injury</i>	1	5	Low
5	Extreme Weather <i>Anxiety, physical discomfort</i>	1	3	Low
6	Drug and Alcohol affects <i>Anxiety, physical discomfort, minor injury</i>	1	3	Low
7	Fire <i>Anxiety, physical discomfort, minor or major injury</i>	1	5	Low
8	Noise <i>Anxiety, physical discomfort, minor injury</i>	1	3	Low
9	Lost Children <i>Anxiety</i>	1	2	Low
10	Terrorism <i>Anxiety, physical discomfort, minor or major injury</i>	1	5	Low
11	Covid 19 <i>Anxiety, physical discomfort, death</i>	1	5	Low
12	Sharps <i>minor injury</i>	1	3	Low
13	Food Poison/ Water Contamination <i>physical discomfort, minor injury, death</i>	1	5	Low
14	Structure Collapse <i>physical discomfort, minor or major injury, death.</i>	1	5	Low

Name: <i>The event organiser</i>	Signed	Verified: <i>Safety Officer/ Company owner</i>
Position:		
Date:		Date Verified:-

Personnel the RA has been shared with: <i>stewards, contractors and staff that will be affected by this ras assessment should receive a copy and sign to say they have read and understood it</i>	Date issued:-	
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ITEM	SYMBOL	TICK IF REQUIRED	NOTES
Dust mask			
Ear Protection			
Footwear		✓	Only as required by activity risk assessment
Gloves			
Safety Glasses			
Hard Hat			
Hi-Visibility Clothing		✓	Only as required by activity risk assessment
Other			

Reviews		KEY							
Review Date :	Likelihood	Severity							
Reviewed by:	1 - very unlikely 2 - unlikely 3 - likely 4 - very likely 5 - certainty	1 - nuisance 2 - minor 3 - medical treatment 4 - major 5 - fatal	Severity of Injury	5	5Y	10R	15	20	25
Review Date :				4	4	8	12	16	20
Reviewed by:				3	3	6G	9	12	15
Review Date :				2	2	4	6Y	8	10Y
Reviewed by:				1	1	2	3	4	5G
Review Date :				0	1	2	3	4	5
Reviewed by:	Likelihood of Injury								
	Low Risk		Medium Risk			High Risk			



## Method Statement

*Write a brief description of how you plan to set up the event, an example of which would be i.e.:-*

( Company Name or Event Manager) is responsible for the event management of (event name)

Public Liability for the event is in the name of ( Company Name or event managers name) with a limit of (min 5) million pounds.

The event set up will start on -----

The event operational hours are betweenb ----- and -----

The event derig will be complete by -----

During the event days, an Information Point will be operational ---- hour before the event start time until ----- hour after the event closes.

There will be an event manager, a safety officer, a fire safety officer , a first aider/ point and ---- ----- stewards on site.

All event management issues are radioed/called through to the Event manager who will decide who the best person/service on the ground is to deal with an issue i.e. the safety officer; stewards; first aid; security; or if to call emergency services.

There are also approximately ----- SIA security guards, -----steward volunteers and ----- medical personnel on site.

The event manager/safety officer will coordinate the set up and ensure the site is clear of vehicles ready to open / the event is ready to start.

Throughout the day event staff and stewards will patrol the site and report back any issues which would be flagged as a risk/hazard to the event manager. Members of the Police; Security; First Aid and steward volunteers may also flag up issues via the event manager or safety officer.

All issues are logged and considered when reviewing this risk assessment post Event.