

What is Risk Assessment?

Risk Assessment will help you to identify safety hazards, assess risks and take measures to eliminate or reduce the risk of accidents or injury occurring. There are 5 stages to carrying out a risk assessment as follows:

1. Identify Hazards

A hazard is something with the potential to cause harm or a source of danger. Hazards could include:

- Slipping, tripping or falling hazards
- Electrical hazards – from lighting or sound systems or any portable electrical equipment
- Fire hazards – think about potential sources of ignition and fuels/combustible materials that could be on site such as bottled gas or fabric used in marquees
- Traffic/Pedestrian hazards – traffic routes and crowds
- Machinery Hazards – moving parts of machinery e.g. generator fans
- Structures – marquees, staging, lighting rigging, scaffolds
- Hazards from specific demonstrations or activities – e.g. from fireworks, pyrotechnics, fairground rides, lasers, strobe lights etc.

Only include significant hazards and forget about the trivial.

2. Decide who could be affected

- Employees/volunteers/stewards
- Members of the Public
- Contractors

3. Assess the Risk and introduce further controls to eliminate risks or reduce them.

The risk is the likelihood that an accident/ injury will occur from a hazard and the severity of injury that could occur. Risks may be classified as high, medium or low, but you need to consider what controls you already have in place to stop an accident happening in your assessment of risk.

e.g. Collapse of a stage might result in many people being severely injured and it might be quite likely if the stage is put up by people who have no experience of erecting stages so you might think the risk is high. However, if you have insisted that the stage is erected by a competent person who has inspected it and you segregate the audience by rigid barriers, the risk may be low.

For each risk, decide whether it could be eliminated completely. e.g. If there are large crowds that may be forced onto the road, perhaps you could consider a road closure and remove the hazard entirely? (Remember you need permission for road closures.)

If you can not eliminate a risk, then decide what must be done to reduce it to an acceptable level. e.g. To prevent access to a moving fan on a generator, ensure that it has a protective guard over it that cannot be easily removed. Try and re-route trailing cables. Store combustible materials away from ignition sources. Ensure people are competent and trained to do their work.

Health and Safety documents such as guides, codes of good practice, British Standards, can show you what sort of controls could be introduced to reduce risks and to comply with the law and recognised best practice. A reference list is attached at the end of the pack.

4. Record the findings of your risk assessment.

In the following pages you will find a record sheet which can be used to record your risk assessment. An example of a completed assessment is also provided to help you.

Please submit a copy of your risk assessment with your application form.

5. Review and revise your Risk Assessment

If the nature of the hazards or risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

RISK ASSESSMENT FORM

Event Date of event Venue Organiser.....					
Hazards Identified	Who could be affected?	Risk (High, medium or low)	Measures required to control the risk	Action to be taken by (Name)	Date Completed and Signature

Name of Assessor (printed)
Signature
Date

RISK ASSESSMENT FORM

Event Date of event Venue Organiser

Hazards Identified	Who could be affected?	Risk (High, medium or low)	Measures required to control the risk	Action to be taken by (Name)	Date Completed and Signature
<p style="font-size: 2em; opacity: 0.5;">Example Only</p>	Public, staff, stewards	High (large numbers of people expected in The Square, lots of traffic in City Centre)	<ul style="list-style-type: none"> • Apply for road closure in The Square • Decide on pedestrian routes into centre. Provide stewards to direct pedestrians. • Barriers and signs to restrict access to road and show people safest route into centre. • Stewards to wear reflective tabbards and receive training. • Approach police for assistance with crowd control at particularly hazardous hotspots. 	<p>D. Smith</p> <p>F. Bloggs</p> <p>D. Smith</p> <p>D. Smith</p>	
				Stage Collapse	Public, Stewards

Name of Assessor (printed)

Signature

Date