

Guidance on Completing your Risk Assessment

There are five steps to successfully completing a risk assessment for your event. These are:

Step 1 - Spot the Hazards

Step 2 - Decide if someone could be harmed and how

Step 3 - Work out the risks

Step 4 - Record your findings

Step 5 - Review and revise

Step 1 - Spot the Hazards

A hazard is something with the potential to cause harm. To identify the potential hazards at your event, think about the activities that will be taking place during the event, the equipment that will be located around the event and the venue itself. You might like to take account of the following:

- Any slipping, tripping or falling hazards.
- Any vehicles driving onto the site.
- Poor lighting, heating or ventilation.
- Hazards relating to fire risks or fire evacuation procedures.
- Electrical safety e.g. use of any portable electrical appliances.
- Any possible risk from specific demonstrations or activities.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Manual handling activities ie lifting/ pushing/ pulling.
- Traffic control.
- Moving parts of machinery.
- High noise levels.
- Crowd intensity and pinch points.

This list is by no means exhaustive so you should consider what other hazards will be presented at your event.

Event Organisers Toolkit – Basic Risk Assessment Template

Step 2 - Decide if someone could be harmed and how

For each hazard you identify, think about who may be affected or put at risk of injury from them. This isn't about listing individual people, consider grouping them instead, for example:

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

The following are examples of things to consider:

- Crowd control, capacity, access, exits and stewarding.
- Fire, security and cash collection.
- Potential major incidents.
- Provision for the emergency services.
- Health and safety issues.
- Site hazards including car parks.
- Provision of first aid.
- Exhibitors and demonstrations.
- Provision of facilities.
- Amusements and attractions.
- Structures.
- Waste management.

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Step 3 - Work out the risks

Risk refers to the likelihood of each hazard causing harm and the potential extent of that harm. Based on this, you should list the existing controls that are in place and then assess whether any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.
- Further action necessary to control the risk.
- Classify the risks as high, medium or low.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implementing procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Finding a substitute for that activity/machine etc.

Step 4 - Record your findings

Complete the risk assessment form template in this document. You will be able to record all significant hazards, the nature and extent of the risks, and the action required to control them. Make sure you keep a copy in order to train your staff and volunteers. If you require further guidance, you could also refer to other documents you may have, such as manuals or codes of practice; and you can also download the *Events Safety Information Booklet* which is available on Bridgendbites.com.

Step 5 - Review and revise

If the nature of the event changes in any way during the planning stages, the risk assessment will need to be reviewed and updated.

Risk Assessment Form

Name of event:	Event organiser:
Description:	Risk assessor (if different from above):
	Print
	Sign
Venue:	Date risk assessment completed (1):
Date of event:	Date of revised assessment (2):
	Date of revised assessment (3):

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Hazard	Who is at risk of harm?	Level of risk*	Precautions put in place	Further action required	By whom	When

*Level of risk: low (L), medium (M), high (H)