

Completing a Risk Assessment for your Event.

A risk assessment should be completed before an event so that you have given plenty of thought to what you need to do IN ADVANCE of an event to make sure it is safe.

You and your staff have a duty of care to themselves, each other and to the public who will be attending your event.

- First think about any hazards or risks to safety which might be present at your event: for example someone might leave a cable lying over a pathway which someone might trip over. Write all the risks down. Sometimes the small things are the important ones!
- Secondly, think about what methods you can use to reduce the risk of that happening. Can you cover the cable with a cable cover or stick it down with gaffer tape? Can you find another route for it? Can you put a warning sign nearby?

You are advised to check The HSE website for guidance on creating and completing risk assessments - <http://www.hse.gov.uk/event-safety/>

If you have any suppliers – such as a marquee company, or caterers, ask to see their risk assessments to that you can see they have plans in place to work safely too.

The best risk assessment details every aspect of your event and the potential hazards. Thinking ahead is important!

For a big event it is a good idea to seek professional advice as there will be lots of factors to consider: e.g. traffic, stability of structures, safety of pedestrians, etc.

NEVER ASSUME SAFETY IS SOMEONE ELSE'S RESPONSIBILITY.

Make sure you know that everyone and everything is as safe as possible.

EXAMPLE OF A COMPLETED EVENT RISK ASSESSMENT FOR AN OUTDOOR EVENT

N.B. You will need to complete your own risk assessment tailored to your own event, but this will give you an idea of what you need to consider.

LOCATION: Town Square, Anytown, Any County

EVENT ACTIVITY: A Family Event with a selection of small pop-up gazebos and marquees for stall holders: gifts, food etc. A small truck stage with bands throughout the day. Roving entertainers.

NO. OF PERSONS EMPLOYED/STAFF/STEWARDS: ..17 Security/Stewarding Staff, 4 sound crew, 4 Production staff, approx. 15 volunteers each day, approx 10 other team

PRODUCTION MANAGER Jo Smith. Liberteas Events

ASSESSMENT DATE: **SIGNATURE:**

LICENSE HOLDER (print): Fred Brown, Local Authority Events Officer

AGREEMENT DATE: **SIGNATURE:**

N.B This risk assessment will be updated during the event should any further hazards arise.

HAZARD AND RISK IDENTIFICATION

Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value + Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

Low Risk – risk can be acceptable

Medium Risk – acceptable with adequate control measures in place.

High Risk – action must be prioritised and timetabled to reduce risk to an acceptable level

(This risk assessment is a conglomerate of many similar documents used by event managers. Many thanks to the many people who have developed these documents over time)

	RISK	CHANGES TO
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SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RATING			CONTROL MEASURES	ASSESSMENT AND ACTION TAKEN ON THE DAY AND SIGNATURE
		Hazard	Risk	Risk Level		
<p>Crowd Management issues: Heavy crowds, not enough space to get to the stalls or listen to the entertainment. People rushing to see any particular artist – crush, aggressive behaviour, Running across roads Accidentally pushing others into the road at a junction,</p>		2	2	4	<ul style="list-style-type: none"> • Monitor crowd dynamics so that good circulation of visitors can be maintained and action taken to avoid pinch points or people having to move against equipment or into the road at any point. • Monitor queuing and keep the Production Manager informed of any issues. • Keep walkways clear • Advise pedestrians to use the crossings • Be vigilant for anti-social or suspicious behavior • Be vigilant for trip hazards • Be alert to any dangers to the public 	
<p>Overcrowding at junctions into the Town Square. Not using the designated crossings – stepping into the road in front of traffic</p>	Members of the public	3	3	6	<ul style="list-style-type: none"> • Designated stewards at the crossing areas: South East, South West, North East of the Square encouraging the public to use the crossings. 	
<p>VIP Guests arriving and attracting a big crowd which hasn't been planned for. Potential crush</p>	Members of the public	2	2	4	<ul style="list-style-type: none"> • Stewards and other staff will not go in heavy handed to manage a crowd but watch the dynamics carefully and manage appropriately. • Should we require assistance a call will be made to the police. 	
Public address					<ul style="list-style-type: none"> • We have a microphone backstage which can be used for public address. 	
<p>Equipment and cable trip hazards Bumping into sound equipment such as speakers and mixer. Most of our cabling and equipment is out of reach of the public, We do have speakers and equipment on the pavement outside the Town Hall</p>	Members of the public Crew	2	1	3	<ul style="list-style-type: none"> • Outside the Town Hall we will barrier off the speakers and mixer desk and cable ramp any cables outside that area. • Where cables have to cross pavement, other walkways or the road we will cover with cable ramp or gaffer as possible. 	
<p>Lifting and carrying injuries during the load in and get out. Misuse of ladders, e.g when manoeuvring speakers and stands into place near the truck stage.</p>	Crew	3	2	5	<ul style="list-style-type: none"> • Staff will be briefed to carry long heavy items in pairs. • They will be instructed to use the right way to lift a heavy object – eyes up, lift close to the body, bent knees, slightly apart, straight back. • Where a ladder is used an extra person should stabilise it unless there are stabiliser bars at both feet. 	

<p>Adverse weather resulting in high winds or torrential rain. Slippery underfoot Dangerous to have sound equipment exposed to the rain Gazebo's not weighted properly with a significant risk of blowing over.</p>	Members of the public Crew	3	2	5	<p>Should the weather become very wet and/ or windy we will take a view about modifying our event plans or stopping altogether.</p> <ul style="list-style-type: none"> The sound kit will be covered with clear polythene. The speakers have protective black speaker bags. Should it rain hard we can cover the speakers with clear plastic, On the Square the small mixer will be in the production gazebo. Polythene ponchos will be available. Pavements get slippery. We will need to be alert to this and discourage staff from running. Both Gazebo's will be weighted with 12 x 25kg water weights Sound will cover PA and mixer desk with polythene. 	
<p>Protecting the pavement and features of the Town Square</p> <ul style="list-style-type: none"> Damage to pavements from barriers, sharp objects like the legs of the gazebo or barrier feet, the wheels of a trolley. Spillage of fuel during a delivery Damage from tape Excess litter 	Building fabric	2	2	4	<ul style="list-style-type: none"> Rubber matting or other protection under the legs of the gazebos. No gaffer tape to be used on the floor unless where permission has been sought. Stewards and volunteers will be alert to the extra litter, for example round the stage. We will collect as possible but where possible wait for the Council waste management team. 	
<p>Medical Cuts and bruises during the rig and de-rig Trips and Falls Electric shock while plugging in cables to 13Amp or 32 Amp sockets Accident report form</p>	Crew	2	2	4	<ul style="list-style-type: none"> First Aiders can be a first response on the scene but unless it's an emergency should seek extra help from the specialist medic or call for an ambulance. Use the medic's skills where possible for all cuts and bruises. Respond according to their advice – e.g. send to hospital. Electric Shock - Immediately call the medic and an ambulance. First Aiders to give first aid until the ambulance arrives. Write up an accident form. Seal off and don't use the offending equipment or socket until announced safe by a qualified electrician. 	
<p>Fire hazards from electrical equipment</p>	Crew Members of the public	1	2	3	<ul style="list-style-type: none"> We will study the method statements of our sound equipment suppliers and brief them on where the fire extinguishers will be (3 x CO2 extinguishers) Signage to say that production areas are no smoking areas. All staff will be briefed to watch out for burning cigarettes or other flammable materials which could start a fire. 999 will be called should there be any danger that the fire 	

					<p>can't be localised and dealt with quickly with an extinguisher.</p> <ul style="list-style-type: none"> In the event of an incident an accident report form will be completed once the fire has been extinguished. All equipment will be PAT tested before it comes onto site. 	
<p>Catering hazards</p> <ul style="list-style-type: none"> Kettles on uneven surfaces – risk of tipping Cables near heat sources Hot drinks given out in unsuitable containers 		3	3	4	<p>Caterers will have been pre-checked in advance of the show. They will</p> <ul style="list-style-type: none"> provide thorough risk assessments for good practice including the safe management of hot liquids, provision of PAT tested equipment. Before the event begins a team member will check that their health and safety rules are being observed. Signage will alert the public to take care when hot liquids are being moved from serving counter to table. There will be rolls of cleaning cloth available for spills. 	
<p>Child protection: Lost children Accusations of mishandling a child</p>	<p>Member of the public</p> <p>Crew</p>	1	1	2	<p>Child Protection</p> <ul style="list-style-type: none"> All staff will be briefed that they are at no time to be left alone with a child. All children are the responsibility of the adult they are with and must not be left unattended on our site. No member of the team should be asked to look after a child for even the shortest period of time. All SIA Security staff are DBS checked. <p>Lost Children</p> <ul style="list-style-type: none"> Should there be a lost child the team member should immediately seek the assistance of a colleague and ask a steward to assist – a female steward if possible. The steward and Production Manager will gauge when it is appropriate to contact the police – expected to be no longer than ten minutes. Security team have their own guidelines on this which are comprehensive. We will inform the team at the information tent and all other stewards and team members that there is a lost child. No name must be given out to the public. 	

<p>A situation which requires urgent action: Security issue Very bad weather Malfunctioning equipment</p> <p>Significant danger to crew or the public e.g from bad weather, malfunctioning equipment, a security incident.</p>	Members of the public Crew				<p>Contingency planning</p> <p>There are several things which might interrupt our event or cause us to alter or even cancel our plans.</p> <p>In each circumstance, unless we have a clear steer from the security or emergency services, we will take a view on the day. Team decisions will be made by the Event Director, Production Manager, Site Manager and Security Supervisor, in liaison with the Police as necessary.</p> <p>We will make sure the team is well briefed and are able to inform the visitors in a calm manner.</p> <p>We have a mic at each sound installation for public address.</p> <p>Emergency procedures</p> <ul style="list-style-type: none"> • Should the Town Square need to be evacuated we will assist in whatever way is possible, following instructions from the police, unless we have been expressly asked not to. • Should there be a localized incident, where for example, an ambulance needed to arrive to pick someone up from the site we would manage any crowd interest or build up to ensure safe passage for the ambulance and crew. 	
<p>Delivery and Collection Van's brought up onto the pavement Risk of hitting a member of the public or crew</p>	Member of the public Crew	2	1	3	<ul style="list-style-type: none"> • We will manage all deliveries onto the Town Square using traffic cones and stewards to make sure we create a safe space for a van to arrive in and turn before leaving again. • Members of the public will be advised to use a different route. 	
<p>Bought in equipment: flags, A boards. Substandard</p>	Members of the public crew	2	1	3	<p>All bought in equipment is being delivered before the event. It will be checked at that point for safety and quality. Any substandard equipment will not be brought to site and alternatives will be found.</p>	
<p>Suppliers Risk Assessments and Insurance Policies</p>					<p>All suppliers have provided their risk assessments which have been read and reviewed. They are available to view in the Event File on the day.</p> <p>All suppliers have provided a copy of their insurance policies.</p>	

All staff will receive a Health and Safety briefing to remind them of their duty of care to others and to their environment as well as to themselves, and that we expect them to uphold the highest standards of behaviour and to be alert to behaviour which contravenes the Council byelaws.