



Guidance on Events

risk assessment



Introduction

This guidance has been prepared to help those personnel who are responsible for carrying out Risk Assessments:

WHAT IS A RISK ASSESSMENT?

Risk Assessments are careful examinations of what can cause harm to employees as a result of the event or anybody who may be affected by the undertaking, e.g. event participants, spectators, etc. A Risk Assessment is carried out in order to determine whether the precautions that are in place are adequate. The aim is to ensure that no one gets hurt or becomes ill because of the event.

WHAT IS THE DIFFERENCE BETWEEN HAZARD AND RISK?

A '**Hazard**' is anything that can cause harm, e.g. chemicals, electricity, working on ladders, etc.

A '**Risk**' is the chance of harm occurring from the hazard.

WHAT DO I HAVE TO DO?

You need to determine whether each hazard presents a significant risk and decide what precautions are needed to ensure the risk is minimised. Time and expense should not be wasted on controlling insignificant hazards and formal Risk Assessment need only be undertaken where the risks are significant.



Step By Step Guide

1. **FIND THE HAZARDS** – Using your experience and knowledge as an Event Organiser, determine what may cause harm. Ask your employees, their representatives or any other person associated with the event if they have noticed things which are not immediately obvious. Think about those activities, which may not take place on a frequent basis but may present a high risk, e.g. maintenance of equipment use of fairground equipment, etc.

Check Health and Safety documents, which advise about hazards, e.g. by the Health and Safety Executive/Commission, by manufacturers, professional/trade organisations, etc.

Note the publications listed in the “Useful Information” section (in this document) give advice on those areas you will need to consider when putting on an event.

2. **DECIDE WHO MIGHT BE HARMED** - Those who might be harmed will usually include those who are involved in the organisation and setting up of the event. Consideration must also be given to other workers in the locality, employees of other employers, cleaners, visitors to the event, members of the public, etc...

3. **EVALUATE THE RISKS** - Each hazard will have some risk associated with it, even when all precautions have been undertaken. You must decide whether the degree of risk is high, medium or low. You should check that legal requirements and industrial standards are being met. In addition, you should think about any other precautions which might reasonably be taken to reduce the risk.

When carrying out a Risk Assessment there will always be a degree of subjectivity and judgement, the following guidance may help you to come to a decision in each case:

How likely is it that harm will occur?	Certain 5	Very likely 4	Likely 3	Unlikely 2	Very unlikely 1
If harm occurs what will be the probable outcome?	Death 5	Permanent and serious injury or illness 4	Minor permanent injury or illness OR significant injury or illness with expected recovery 3	Minor injury or illness 2	Discomfort only 1
If harm occurs, how many people will be harmed?	Ten and above 5	Five to ten 4	Two to five 3	One only 2	

When assessing risks, add the scores from each row, e.g. if harm is likely to occur and is likely to result in minor injury to one person, the score will be $3 + 2 + 2 = 7$.

The law requires that all reasonably practicable steps must be taken to reduce risk. The term reasonably practicable allows the resources (time, expense, etc.) which are used in controlling a risk to be balanced against the level of risk.

For scores of 5 and below: The level of risk can be considered as low, in these cases either all the necessary steps will already have been taken or where further steps can easily be taken they should only be carried out where they will involve little time and expense. You do not need to record these assessments.

For scores of 6, 7 or 8: The level of risk can be considered as medium. Additional steps will be necessary to reduce the risk and temporary controls will need to be introduced in the interim period before the introduction of permanent controls. A significant amount of time and expense may be necessary to bring about permanent control. Temporary control may involve reducing workload, only allowing authorised staff who have been informed of the risks and trained to be extra vigilant in controlling them, only holding the event when absolutely necessary, use of personal protective equipment, temporary barriers, etc...

For scores above 8: The level of risk can be considered as high. An event must not continue unless the risks can be immediately and adequately controlled. It may be necessary to spend considerable time and money on control of risk and a decision may need to be made as to whether you should continue to hold the event in question.

4. **CONTROL THE RISKS** - Following your evaluation of the risks you may decide that additional control measures are necessary. You should also put in some personal thought as to what should be done, as the law requires that you must do everything that is 'reasonably practicable'. Ask yourself:

(a) Can the hazard be removed all together, e.g. by changing processes, work practices, materials used, etc.

(b) If hazards cannot be removed, how can the risks be controlled so that harm is unlikely to occur?

Many risks can be controlled by inexpensive means, e.g. appropriate supervision, stewarding, etc. Before deciding how to control risks ask yourself if there is a simpler or more cost efficient way of attaining the same level of protection.

In addition to those workers who deal directly with the hazard, inform others who may be affected of the risks and the precautions which need to be taken to ensure that people are not harmed.

5. **RECORD YOUR FINDINGS** – Provided that you consider the following points:

- hazard;
- who may be harmed and how;
- whether existing controls are necessary;

your Risk Assessment can take any format. However, a simple form is attached to this guidance should you wish to use it.

6. **REVIEW YOUR ASSESSMENTS** - Assessments must be reviewed whenever there is a significant change in the work to which they relate, e.g. new equipment or materials are used, workloads increase significantly, new premises are used, etc... In addition, all assessments should be continually reviewed to ensure that they remain relevant and that any changes in technology or process developments can be accounted for. This may result in changing the process because the assessment review shows that safer methods have become available since the original assessment.

RISK ASSESSMENT FOR

HAZARD	AT RISK	RISK RATING (L,M,H)	CONTROL MEASURES	ACTION BY

ASSESSOR:

DATED:

RISK ASSESSMENT – POINTS FOR CONSIDERATION

To assist you with your Risk Assessment tick all of the following hazards which may be associated with your event. For each of those ticked you must determine the level of risk and provide a Risk Assessment where necessary. For further details, please refer to the guidance notes on writing Risk Assessments contained within this pack.

		Y	N
1.	Use of chemicals/hazardous substances		
2.	Use of machinery		
3.	Use of electrical equipment/appliance testing		
4.	Fire/Fireworks		
5.	Use of special effects, e.g. lasers, strobes, etc.		
6.	Crowd control		
7.	Age/gender/mix of audience or participants		
8.	Temporary structures, e.g. stages, platforms, scaffolding, marquees		
9.	Noise pollution		
10.	Site location and layout, e.g. next to water		
11.	Vehicle/Traffic management		
12.	Lighting (normal and emergency)		
13.	Amusement rides		
14.	Amusement devices, e.g. inflatables		
15.	Food hygiene		
16.	Manual handling activities		
17.	Communication channels		
18.	Ticketing/Cash handling		
19.	Generators		
20.	Fork Lift Trucks/Lifting Equipment		
21.	Liquefied petroleum gas use and storage		
22.	Events on a highway, e.g. road race, parade, etc.		
23.	Weather conditions		
24.	Dangerous activities, e.g. stunts, motor racing, etc.		
25.	Disabled persons		

N.B.: This list is not exhaustive.

