# EVENT RISK ASSESSMENT FORM

# Do **not** just use this form as it is – you must ensure all red sections are included for your event and adjust the actions to suit your event; then go through looking at each activity/area of concern to see whether it applies to your event, and again tailor the actions accordingly. If necessary, you will need to add activities/areas of concern if they are not already listed below.

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| Event Name: |  | Date: |  | Venue: |  |

HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

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| (1) | (2) | (3) | (4) | (5) | (6) |
| **Activity/Area of Concern**ie: What is taking place as part of the event? | **Hazards identified**ie: what can cause harm? | **Persons at Risk**ie: who could be harmed by the hazard? | **Current Risk Factor****(high, medium or low)**ie: determine the level of risk | **Actions to be taken to Minimize each Risk**ie: what action can you take to lower the level of risk | **New Risk Factor****(high, medium or low)** |
| **SITE MANAGEMENT:** |
| Public entrance/exit | Risk of injury at public entrance / exit | Members of the public | Medium | Entrance / exit constructed to allow easy access for disabled people. First Aiders & ambulance on site. Catering outlets must be located away from entry or exit points  | Low |
| Emergency evacuation procedure | Fire / terrorist attack / storm | Members of the public | High | Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; how the emergency services are contacted and by whom in the event of an emergency. | Medium |
| First Aid | Minor injuries – insect bites, heat stroke, general accidents | Members of the public | Medium | Provide adequate First Aid cover | Low |
| Care of children | Lost children | Members of the public – children | High | Clearly identified “lost children” point.Identifiable marshals. PA system in place (essential for large events).  | Medium |
| Toilet provision | Not enough toilets | Members of the public | Medium | Ensure enough toilets present at site for numbers attending. Provide portaloos as necessary oruse public toilets on site. | Low |
| Car parking | Injuries caused by moving vehicles | Members of the public – especially children / competitors | Medium | Designated signed parking areas. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place, specially designated area for disabled parking. | Low |
| Risk of fire | Burn or smoke injuries | Members of the public especially people with disabilities and children/staff/event participants/contractors | Medium | Compulsory legal requirement: The venue must have a Fire Risk Assessment in place. Confirm in this section that there is one. For small or low risk events – ensure roads/emergency exits are kept clear at all timesAll events – system available to broadcast any evacuation instructions (small events – person shouting or using megaphone or gong etc; large events – Public Address system) | Low |
| Very wet weather on the day | Vehicles unable to get off grass; public slip over; ground damaged | Members of the public | Medium | Describe here what you intend to do in the event of very wet weather on the day or day before, eg: cancel the event; prohibit parking on the grass if you were planning to do so; etc  | Low |
| Strong winds | Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects | Members of the public / children / competitors / staff | High | Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled or postponed by the event organiser due the risks involved. When planning the event, situate elements of the event as far away as practicable from trees wherever possible | Low |
| Litter | Litter or other debris generated by event | (Complaints from) Members of the public, owners of the building/site | Medium | Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the eventBorrow litter picking tools in advance if necessaryObtain black bags at own expenseRemove bags of collected litter from site if no facility for disposal onsite. | Low |
| Use of companies/operators to provide any service as part of the event (eg: marquee, setting up equipment, etc) | Various | Various | Medium | You must ensure that you obtain all operator’s risk assessments and safe working practices, and check through them to ensure they are adequate | Low |
| Working with children | Ensuring children are protected | Children / people working with children | Medium | You must ensure that if any supervisors, volunteers, operators, or marshals at your event will be working one to one with children or in a situation where there is only one adult with a child/children for any duration of time, that they are Criminal Records Bureau checked. This is the responsibility of the event organizer.  | Low |
| Public Address (PA) System / general electrical equipment | Cables catch fire or electrocuteTrip over cables | Members of the public / staff | Medium | Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.Cable covers/ management system in place, no exposed cables.All portable electrical equipment PAT tested with up to date certificate | Low |
| Moving vehicles | Injuries caused by moving vehicles | Members of the public / competitors | Medium | Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible, ensure all vehicles are on site before the event. | Low |
| **ACTIVITIES:** |
| Catering – food / drink | Food poisoningAllergic reactionFire | Members of the publicMembers of the public – especially childrenStaff / members of the public | MediumMediumMedium | Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc.Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etcFire extinguishers mandatory in all catering units | LowLowLow |
| Cash Collectors | Risk of theft / injury to cash collectors | Competitors / members of the public | Medium | If necessary make regular collections from cash collection points and transfer cash to secure place. Cash to be removed to secure area for counting and subsequent banking. Police notified of event | Low |
| Barbeques | Fire hazard / burns (people/property/ trees)Food uncookedIngesting fire lighting products | Members of the public especially childrenAnyone consuming food Children | HighHighMedium | Barbecue to be fenced/secured off to public & supervised at all times. Ashes to be removed from site when cold. Gloves to be worn. Fire extinguisher and/or bucket of sand to be placed next to barbecue area. Site barbecue away from any trees or other combustible materials.Ensure food hygiene. Use a food thermometer probe to ensure thoroughly cooked. Clean surfaces with antibacterial spay. Barbecue to be supervised at all times. No lighting liquid to be used, only lighting blocks | MediumLowLow |
| Stalls (tombola, bric-a-brac, books, toys, etc) | Collapsing tablesUnsuitable goods | Members of the public / stall holders Members of the public | MediumMedium | Ensure tables are sturdy, prevent overloadingEnsure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc | LowLow |
| Marquee / gazebo | Guy ropes / stakes trip hazard | Members of the public / staff | Medium | Ensure marquee company certificated and have PLI £5m cover and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire-fighting equipment in place and that ignition source issues are addressed. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician. Ensure you include marquee/gazebo in Fire Risk Assessment (see section above on Risk of Fire) | Low |
| Music | Noise pollution | Local residents / Event attendees / Staff on site | Medium | Ensure full compliance with all Noise/Music conditions. Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution. Provide Events Manager with the name of a nominated noise control person and their mobile telephone number | Low |
| OTHER RISKS IDENTIFIED: |
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I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed): .............................……………………………………

Organisation: ................................................................ Position: .................................................................

Signature: ………………………………………………. Date: …………………………………….