



RISK ASSESSMENT – EXAMPLE ONLY

Event Title:

Organiser(s):

Date:.....

Venue:

Hazard <i>ANYTHING WHICH CAN CAUSE HARM</i>	Persons at risk <i>STAFF, PUBLIC, CONTRACTORS, ETC.</i>	Risk factor <i>CATASTROPHIC (3), SERIOUS (2), MINOR (1) OR INSIGNIFICANT (0)</i>	Control measures <i>WHAT YOU INTEND TO DO TO MINIMISE THE RISK</i>	Action to be taken <i>WHAT ACTION YOU WILL TAKE AT THE EVENT</i>	Residual rating <i>LOW, MEDIUM OR HIGH AFTER CONTROL MEASURES AND ACTIONS</i>
Terrorist attack (qualifying events - large events over 800 attendees)	Staff, public, contractors, exhibitors	3	Terrorism (Protection of Premises) Bill	Those responsible for larger 'enhanced tier' premises and qualifying events will be required to have in place, so far as is reasonably practicable, additional public protection measures. These measures are those that could be expected to reduce the vulnerability of the premises or event to acts of terrorism.	Low
Manual handling	Volunteers setting up and taking down	2	Provide HSE leaflets on manual handling to volunteers	Ensure that sack truck and trolleys are available to assist with heavy/bulky load	Low



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Work at height	Volunteer setting ribbons for maypole Members of the public beneath	3	Volunteer to use appropriate equipment to locate the ribbons and to not over-reach whilst at height	Volunteer to set ribbons whilst accompanied by another volunteer in case of incident Decision to be made in adverse weather conditions if it is safe to proceed, i.e. wind	Low/Medium
Fairground rides	Workers and members of the public	2	Only reputable fairground ride suppliers to be used Copies of all inspection certificates (ADIPS) and up-to-date public liability insurance documentation to be obtained in advance of the event	Check that there are adequate levels of supervision Check that the equipment in use on the day is the same equipment noted on the inspection certificates	Low
Bouncy castles/inflatable activity units	Workers and members of the public	3	Only reputable bouncy castle suppliers to be used Copies of all inspection certificates [Amusement Device Inspection Procedures Scheme (ADIPS) and/or PIPA Inspection Scheme] and up-to-date public liability insurance documentation to be obtained in advance of the event	Check that there are adequate levels of supervision Check that the equipment in use on the day is the same equipment noted on the inspection certificates Do not use in adverse weather conditions, i.e. high winds Check the safe number of children who can use the equipment at any one time	Low



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				Check the age/weight restrictions for the equipment is clearly displayed	
Fireworks	Volunteers and members of the public	2	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABLE VENUE/LOCATION BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HSG 123/124) AND ALSO L150 AND L151 EXPLOSIVE REGULATIONS	Full adherence to the guidelines clearly set out on the HSE website in respect of organising firework events, including consideration of the weather conditions at the time the fireworks are due to be lit	Low
Food poisoning	Members of the public and volunteers	1	Only reputable caterers to be used at the event, whose business is registered with the local authority Food traders to bring and clearly display their hygiene scores, and have available for inspection their employee food hygiene training certificates and food safety management system at the event	Check with Environmental Health whether they would like a list of food traders to be submitted prior to the event Invite Environmental Health to attend to inspect the food stalls	Low



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Public disorder	Volunteers and members of the public	1	Volunteers to look out for potential troublemakers/flash points	PCSO/police invited to attend	Low
Medical emergency	Volunteers and members of the public	1	First aid point provided for the public with a minimum of two attendees for events of up to 500 attendees, or in accordance with the HSE Event Safety Guide		Low
Lost children	Children and their parents/ carers can become separated	1	All volunteers to be made aware of the Lost Child policy Lost Child collection point to be clearly visible	Announcements to be made over the PA system Ensure that person/s manning the main information desk has been DBS checked	Low
Fire	Members of the public and volunteers	2	Sand buckets and fire extinguishers to be located at appropriate locations First aid kit to include treatment for burns Fire risk assessment to be completed, together with fire risk assessments and fire management plan guidance - https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business - and necessary action taken	Advise attendees not to smoke if ground is dry Ensure all incidents of fire are reported to both the organiser and the land owner, no matter how small, as fire can travel underground without being visible on the surface	Low



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Gas safety	Members of the public, vendors and volunteers	2	Food vendors, or craftsmen, using LPG or other gas cylinders to be required to ensure their gas installation and equipment has been installed and checked within the last 12 months by a Gas Safe Register approved contractor. Compliance certificates to be retained by the stall/demonstrator Vendors/craftspeople to only have one day's supply of LPG at their stall	Arrange to check vendors are complying with gas safety requirements	Low
Electrocution	Volunteers and members of the public	2/3	All electrical systems to be constructed and maintained in a condition suitable for use in the open air and will be protected, as necessary, by 30mA residual current circuit breakers All generators, distribution boxes, etc, to be fenced and located away from public areas A competent person should certify all electrical installation – certificate to be kept at the event	Contractors, performers and vendors to be reminded to ensure any electrical equipment brought to the event is to have been PAT tested	Low



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			All equipment used to be PAT tested		
Collapse of structure/s including inflatables	Volunteers and members of the public	2	Stages and marquees to be erected by competent persons/contractors Contractor/s to provide sign off for all structures Daily checks made on all structures by a competent person	Check weather forecast regularly to assess wind speeds vs the maximum wind speed the structure erected can withstand Contingency plan in place to allow closure of the structure in adverse weather conditions	Low
Slips, trips and falls	Volunteers and members of the public	1	Steps and changes in level fenced when not in use Temporary lighting provided to general areas during darkness Marquee pegs protected by foam and guy ropes etc to be highlighted with visible tape in public areas	Good housekeeping by volunteers – ‘see it and sort it’	Low
Hearing damage	Volunteers and members of the public	1	Areas identified as being within the action level Performers and contractors to be warned of risks of hearing damage Ensure the event equivalent continuous sound level in any part of the audience area does not exceed 107dB and that	Ear plugs to be offered to volunteers	Low



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			the peak sound pressure level does not exceed 140dB Members of the public to be prevented from getting closer than 1m from speakers (or 3m for more powerful speakers)		
Crowd disturbance - crushing, trip and falls, violence	Public, staff and stewards	2	Provide Stewards	Stewards in radio contact (using channel 8) Stewards trained in crowd control Stewards to be briefed by police services St John's Ambulance in attendance	Low
Vehicle movements	Public, staff and stewards	3	Car park marshalling/stewarded	Designated routes for service and emergency vehicles Designated entrances and exits for visitor vehicles	Low
Unloading and loading on site	Staff and stewards	2	Dedicated loading and unloading area Personnel to use correct techniques and gloves where required Provide HSE leaflets on manual handling guidelines	Overseen by dedicated steward	Low