**EVENT RISK ASSESSMENT**

A risk assessment must be conducted for all events.

You have a legal responsibility to ensure that the event is run safely. A risk assessment is required when and event is held.

|  |
| --- |
| **Event –**  |
| **Event name** |  |
| **Overview of event activities** |  |
| **Event location**  |  | **Event date(s)** |  |
| **Risk assessment completed by –**  |
| **Name** |  | **Date** |  |

We aim to comply with the General Data Protection Regulation at all times. To see how we handle personal information or request information under the FOIA or EIR, visit [Information requests (somerset.gov.uk)](https://www.somerset.gov.uk/finance-performance-and-legal/information-requests/)

**A template event risk assessment with the most common hazards is provided below. You must complete this risk assessment to reflect your event. You must also include additional hazards that are specific to your event which are not included in this template. If a hazard is not applicable, write ‘n/a’.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What is the hazard?** | **Who is at risk?** | **How may they be harmed?** | **Risk (high/ medium/ low)** | **Existing control measures** | **Additional information or any action required** | **Required action(s) responsibilities and timescales** |
| **Adverse weather conditions –** extreme heat/cold, flooding, high wind speed, thunder, lightning, rain, ice, snow |  | Dehydration, sunstroke, fainting, hypothermia. Slips, trips, and falls.Event cancellation, travel disruption. Power cut. Communication to attendees/staff/volunteers. |  |  |  |  |
| **Cancellation and contingency –** the event may have to be cancelled due to unforeseen circumstances, weather conditions etc.  |  | Stress, worry, anti-social behaviour.Financial implications, damage to reputation, distrust from the public. |  |  |  |  |
| **Lost children & vulnerable person(s) –** young or vulnerable person(s) taking unnecessary risk resulting in injury, lost children, lost child policy |  | Distress as a result of separation. Panic, anxiety. Kidnapping. Safeguarding concerns. |  |  |  |  |
| **Crowd control and stewarding –** lack of adequate evacuation procedures, insufficient quantity of stewards, inexperienced stewards |  | Overcrowding, crushing, restricted access and egress, public disorder, anti-social behaviour.  |  |  |  |  |
| **Vehicle movement (deliveries, set-up and take-down) –** car parking, reversing vehicles, carnival floats, catering units, pedestrian movement |  | Struck by a vehicle. Musculoskeletal injury, strains, bruising, cuts and abrasions, fractures.  |  |  |  |  |
| **Road closures and/or parking restrictions –** failure to display signage, inadequate stewards/ marshals, lack of control |  | Vehicle movement, struck by a vehicle, major injury.Anti-social or aggressive behaviour.Access for emergency services. |  |  |  |  |
| **Emergencies -** fire, terrorist threat, evacuation procedures  |  | Panic, anxiety, worry, crushing, major injury, burns, smoke inhalation and loss to life. |  |  |  |  |
| **First Aid provisions –** first aid equipment and training |  | Individual may become seriously ill/injury may worsen if no first aid is available. |  |  |  |  |
| **Food safety and hygiene -** food allergens, cross-contamination, hot water |  | Illness, food poisoning, allergic reaction, fatality. Hot water scalds. Hand washing & cleaning facilities.  |  |  |  |  |
| **Working at height -** ladders, platforms, scaffolding |  | Falling from height, major injury, fatality. Struck by objects. |  |  |  |  |
| **Electrical safety -** portable appliances, types of equipment, PA system, CCTV |  | Slips, trips and falls, electric shock, burns, fire, smoke inhalation, fatality.  |  |  |  |  |
| **Environmental –**Noise, light (visibility) waste, litter, resorts, open water (beaches, tides, nearby streams, or rivers) |  | Disturbance to surrounding areas, damage to hearing, harm to nature and wildlife, hazardous waste, vermin, slips and trips. High tides, entrapment on beach or difficulty in water. Poor visibility.  |  |  |  |  |
| **Welfare –**Toilets, hand washing, access to refreshments  |  | Personal hygiene, distress, illnesses/outbreaks, dehydration. |  |  |  |  |
| **Slips, trips and falls –** uneven ground, debris in access/egress routes, wires, cables  |  | Musculoskeletal injury, strains, bruising, cuts and abrasions, fractures. |  |  |  |  |
| **Manual handling –** individuals attempting to move heavy or awkward objects |  | Musculoskeletal injury, strains, bruising, cuts and abrasions, fractures. |  |  |  |  |
| **Animals –** applies to animals at the event, natural wildlife, and also animals who belong to the general public (they may not be attending the event, e.g., a dog in a public park) |  | Animal bites, anxiety due to fear, harm to the animal, uncontrolled animals, faeces, gastro illnesses, disturbance to wildlife. |  |  |  |  |
| **Transmission of respiratory infections –** Inhalation, digestion and/or absorption of a respiratory infection, such as COVID-19, or unknowingly passing it on to others |  | Symptoms of COVID-19, flu and common respiratory infections include:* continuous cough
* high temperature, fever, or chills
* loss of, or change in, your normal sense of taste or smell
* shortness of breath
* unexplained tiredness, lack of energy
* muscle aches or pains that are not due to exercise
* not wanting to eat or not feeling hungry
* headache that is unusual or longer lasting than usual
* sore throat, stuffy or runny nose
* diarrhoea, feeling sick or being sick
 |  |  |  |  |
| **Use these empty rows to identify and list any risks specific to your event and the control measures that are planned to be in place -** |
| **What is the hazard?** | **Who is at risk?** | **How may they be harmed?** | **Risk (high/ medium/ low)** | **Existing control measures** | **Additional information or any action required** | **Required action(s) responsibilities and timescales** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**RISK ASSESSMENT GUIDANCE**

**IDENTIFYING THE HAZARDS**

All hazards should be identified, including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm.

**IDENTIYING THOSE AT RISK**

For each hazard identified, list all those who may be affected. Do not list individuals by name; just list groups of people – for example:

* Stewards
* Members of the public
* Employees
* Vulnerable persons
* Volunteers
* Potential trespassers
* Contractors
* Local residents
* Vendors, exhibitors, and performers

**IDENTIYING HOW THOSE AT RISK MAY BE HARMED**

Once person(s)/groups have been identified as at risk, how they may be harmed should be listed as this will assist to determine whether the hazard is low, medium, or high risk. For example, a slip, trip or fall has the potential harm of cuts, abrasions, bruises, strains, or fractures. Some hazards have the potential to cause minimal injury, where-as other hazards have the potential to cause major injury or fatalities.

**IDENTIFY THE POTENTIAL FOR HAZARDS TO BECOME RISKS**

When identifying the potential for a hazard to become a risk, consider the following areas:

* Type of event
* Provision of first aid
* Potential major incidents
* Fire, security, and cash collection
* Site hazards, including car parks
* Health and safety issues
* Types of attendees, such as children, elderly persons, and the disabled
* Exhibitors and demonstrations
* Crowd control, capacity, access and egress, and stewarding
* Amusements and attractions
* Provision for the emergency services
* Structures
* Waste management

**ASSESSING THE RISK**

The extent of the risk arising from the hazards identified must be evaluated and existing ‘what do we already do about it?’ taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not 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

Classify risks into high, medium, and low. Examples of risks falling into these categories are as follows:

**High -** an unsecured inflatable, used by children, in inclement weather

**Medium -** a display of animals in a roped-off arena

**Low -** a mime artist performing amongst the crowd

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. When taking action to control a risk, consider the following:

* Can you remove the hazard?
* Can you prevent access to the hazard, e.g., by guarding dangerous parts of machinery?
* Can you implement procedures to reduce exposure to the hazard?
* Can you find a substitute for that activity/machine/chemical etc.?
* Do you have adequate personal protective equipment for the appropriate people?

**RESPONSIBILTIES AND TIMESCALES**

Once you have determined the hazard and its subsequent control measures, any additional actions should be appointed to a specific person(s) or team to ensure there is accountability. Action may be required before the event or on the day. Each action should also be given a timescale so that it can be followed up, if necessary.