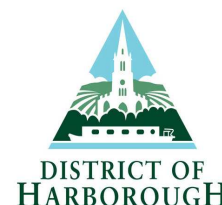


## 2e. Event Risk Assessment Guidance Note



A **full risk assessment** should be carried out for all events. When undertaking the risk assessment, ensure that more than one person looks through the completed form (ideally the Planning Event Team) as people have different views and perceptions of risk. This is important as it can help to highlight different hazards which may not be considered if only one person takes on the responsibility of completing the risk assessment paperwork.

### Introduction

The following guidance note will help you to complete the risk assessment form contained with this guidance note. This form follows principles and guidance advocated by Harborough District Council. Please note that there are many different approaches to risk assessment and we would recommend that you adopt a similar comprehensive, systematic approach as shown within this toolkit.

The sample risk assessment form shown in guidance 3c is broken down into three main parts:

- Section A - Persons at Risk**
- Section B - Core Hazard Categories**
- Section C - Specific Hazards**

### Section A

For this first section, you must go through the list of options and identify which groups of people are at risk from your event, ticking all relevant groups.

### Section B

This section contains a detailed list of core hazards that could potentially be linked to your event. Read through the list and identify the hazards that you feel could impact upon your event.

### Section C

Section A and B are designed to make you think about the potential hazards of your event from a general perspective. Moving on to Section C, here you must now identify specific hazards, ensuring that it links back to the first two sections. For Section C, you must provide information relating to a range of factors, and guidance is provided below for each of these factors.

#### i) Hazard Identified

When considering the main hazards it is important to consider the full scope of your event, as well as the services and amenities you are providing. Remember that **a hazard is something with the potential to cause harm**. The following types of hazard should be considered (see over):

- Potential for falls from height – either during the event or during preparation/close down of event activities
- Any slipping, tripping or falling hazards linked to your event, facilities or services provided
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery and any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances or overhead wires/power lines
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd density
- Sale of hot food/hot drink and the sale or supply of alcohol
- Impact of severe weather situations eg. snow, ice or high winds.

Other aspects may need to be considered and care should be taken to identify any other hazards associated with the activities of the event.

## **ii) People at Risk**

For each hazard identified, you must list all people who may be affected. There is no need to include people's individual names – instead just record their role within the event. In particular, the following groups of people should be taken into account:

- Members of the public – including children, elderly people, disabled people, pregnant women
- Staff and volunteers at the event – paying special attention to young people under 18, pregnant women and disabled persons
- Contractors
- Exhibitors or other external attendees
- Potential trespassers
- Local residents surrounding the event site

## **iii) Mitigating Controls in place**

It is now appropriate to consider what measures are already in place to stop or minimise the likelihood or impact of the hazard. Examine aspects such as the event location and procedures that may be in place and then think how these factors will impact upon the nature of the hazard.

#### iv) Likelihood of Hazard

You must now decide on the likelihood of the stated hazard occurring. As a guide, Harborough District Council's corporate risk policy proposes the following:

Level	Likelihood criteria
1	Very Unlikely
2	Unlikely
3	Possible
4	Probable
5	Definite

#### v) Impact of Hazard

Once the likelihood of the hazard has been assessed, it is important to determine the potential impact of the hazard. Again, as a guide, Harborough District Council's corporate risk policy proposes the following:

Level	Hazard rating
1	Very minor or no injury
2	Minor injury (e.g. cut)
3	Serious injury
4	Major injury or permanent disability
5	Single or multiple deaths

#### vi) Risk Category Score

Based on the categories you award for the 'likelihood of the hazard', and the 'impact of the hazard', you can then undertake a simple calculation, as follows, to calculate the overall risk category score associated with a particular hazard:

$$\text{“Likelihood of the hazard”} \times \text{“Impact of the Hazard”} = \text{“Risk Category Score”}$$

## vii) Additional Controls Required

Adopting the approach recommended by Harborough District Council, the Risk Category score that you calculated can then be checked against the table shown below:

Level	Hazard rating
1-5	No further controls required
6-8	Further control to be considered, low priority
9-15	Further controls required – medium priority
16-20	Further controls required – high priority
21-25	Immediate action required

If the table recommends that you consider further control measures then you must think of additional measures that you could put in place to reduce the overall risk category score. Remember that, to reduce this, you need to either reduce the likelihood of the hazard occurring, or reduce the impact of the hazard. Consider whether or not the risk can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level.

Consider the following options:

- Removal of the hazard.
- Preventing access to the hazard.
- Implement procedures to reduce exposure to the hazard.
- Find a substitute for that activity/machine etc.
- The use of personal protective equipment – this should be the last option considered. Where possible, identify other methods of reducing the impact of the hazard.

## vii) Revised calculations

The final three columns on section C of the risk assessment form are for you to revise the likelihood, impact and risk category score associated with each of the specific hazards, once you have identified the additional controls required.

## Summary

Risk assessment is a fundamental part of planning an event and with this in mind, it is important to ensure that a comprehensive assessment is completed, using a method such as that outlined within this guidance note. Young people (under 18), pregnant women and disabled persons should be given particular consideration when carrying out risk assessments. Please note that a copy of the risk assessment should be sent to parents/guardians of all volunteers/staff who are 16 or under.

Additional information can be obtained from the Health & Safety Executive and from Harborough District Council. Finally, remember that when you have completed the risk assessment form once, you can then easily review and monitor risk.