

Event risk assessment guidance notes

A full risk assessment should be carried out for all events. The following guidance should help you in carrying out your risk assessments.

Areas to consider

- Type of event (a parachute jump will be considered high risk)
- Venue
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals byname, just list groups of people. The following should be taken into account:

- Employees
- Volunteers
- Stewards
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

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 which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- 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.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pick pocket points.

This list is by no means exhaustive and care should be taken to identify any other hazards

Assessing the risk

Risk is used in this guidance to describe the uncertainty surrounding events and their outcomes that may have a significant effect, either enhancing or inhibiting:

- Operational performance
- Achievement of aims or objectives, or
- Meeting expectations of stakeholders

“Major risks” are those risks which have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance, achievement of aims and objectives or could damage the reputation of the charity, changing the way trustees, supporters or beneficiaries might deal with the charity.

Further action necessary to control the risk

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. As a last resort – abandon.

- Removal of the hazard
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.