

Risk Assessments for Events

We advise that a Risk Assessment should be done for **every** event whether or not a Public Entertainment Licence is required. When applying for a Public Entertainment Licence, a Risk Assessment must also be submitted as part of the application – this can be incorporated in the event safety plan.

The risk assessment process is considering what potentially could happen at an event which could cause injury or loss and then identifying measures to remove or reduce the risk to a suitable level. As conditions and requirements change whilst preparing for the event, amendments may be needed or further risk assessments carried out.

To ensure the health, safety and welfare of any employees, volunteer helpers, Contractors, participants and the public, you should firstly carry out detailed risk assessments. To assist you/your committee in this process the risk assessment form included in this guide is based on Chapter Two of the Purple Guide (www.thepurpleguide.co.uk).

If you are confident and understand what's involved, you can do the risk assessment yourself. You don't have to be a health and safety expert. If you are not confident, get help from someone who is competent. The Health and Safety Executive define a "competent person" as someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.

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1. Risk Assessments for Events

Risk assessments are not complex but should reflect the practical things that you do to make your event safe.

(a) Identify the activities

Where the event consists of more than one attraction e.g. fun run, fancy dress, etc. you/your committee will need to undertake a written risk assessment for each activity.

(b) Identify the hazards

You/your committee will need to look at each activity and then identify all the foreseeable hazards associated with it. The list on the following page may assist you in this process.

A hazard is something that could cause harm or loss.

(c) Identify who could be harmed and how

You/your committee will then have to identify who could be harmed from these hazards and the likelihood of this harm occurring. You should also consider the losses you might incur if the event is cancelled due to severe weather, failure of announced attractions to turn up etc.

(d) Evaluating the risk and deciding on risk controls

You/your committee will need to make judgements on the level of risk arising from the identified hazards and identify and implement control measures where necessary to ensure the level of risk is reduced to an acceptable level. (The law requires you to do everything 'reasonably practicable' to protect people from harm so this should be your guiding principle).

A risk is the chance (high or low) of the harm or loss occurring together with an indication of how serious the harm or loss could be.

(e) Monitor and review risks

Events rarely go exactly as planned therefore you/your committee may need to amend the risk assessments prior to the event commencing, during the event and after the event in preparation for the next running of the event if applicable.

Any contractors involved in the event should also carry out risk assessments and where relevant, you should obtain copies of these and include them in your Event Safety Plan.

2. Typical Hazards Associated with Events

Hazards	Examples	Possible control measures
Slips and trips	uneven ground; poor lighting; wet floors; muddy conditions; ropes on tents; litter; ice; trailing cables, pipes, etc., crossing areas with public access; low fences, boxes or other obstacles;	Choose a suitable area of ground; cut grass; cordon off area; floor cleaning regime; provide temporary walkways or surface or re-route path; warning signage; ensure walkways are away from tents; provide adequate numbers of bins; provide grit for ice; route cables away from the public, burying them or fitting cable strips; measures to report defects. Keep public access areas clear of low-lying objects, fixtures or fittings.
Collisions and impacts	vehicle routes; vehicles and pedestrians sharing the same route, blind corners; uncontrolled animals; machinery;	Separate vehicle routes (i.e. one way system); clearly defined pedestrian areas; suitable signage; sufficient stewards; site plan developed to eliminate blind corners; barriers, fencing for separation of animals; suitable guarding on machinery.
Failure of equipment/rotating blades/ejection of material	poor maintenance; not fit for purpose; not suitably trained to use equipment;	Ensure hire equipment has been tested and up to date paperwork; equipment is suitable and sufficient for the task it is required for; If specialist equipment is hired ensure persons using it are competent, may require checking their certification.
Unpredictable behaviour of animals	persons not suitably trained or inexperienced handler or person in poor health; animals not restrained; loud noises may cause animals to be scared; suitable holding areas and provisions; attacks from animals;	Written requirements for compliance of participation in the event, i.e. organisers reserve the right to refuse entry to the event where they consider person not competent (e.g. inexperience, alcohol, health condition, etc.). Check any paperwork; suitable separation of animals from the public or vehicles or noisy areas at an event; provision of vet; additional handlers available;

		emergency procedures for evacuation of animals; muzzling of animals.
Fires	marquees; electrical installations; machinery; catering facilities; vehicles; smoking; candles; blocked fire exits; insufficient or covered over emergency lighting; gas containers; bonfires, fireworks;	Provision and siting of firefighting equipment; Provision to stewards, exhibitors, stallholders operators, etc., of procedures to follow in case of fire. Sensible positioning of catering vehicles (e.g. ensuring access for emergency services and away from flammable materials). Restrict or ban the use of candles. A separate Fire Safety Risk Assessment is required.
Services, utilities etc. e.g. Gas, Electricity, Water	overhead cables; underground power cables, gas pipes and water pipes; contact with electric fences	Be aware of site conditions; use qualified fitters or electricians; where excavations or holes are required, contact electricity, gas or water supplier for information on underground services in the area; turn off electric fences or segregation from the public and warning signage.
Proximity to water	rivers, lakes, ponds, etc.;	Site away from water if possible; use of barriers, segregation, etc. If the event involves water sports/activities suitably trained persons and equipment will be required in case of rescue.
Falls from heights	use of ladders; scaffolding and towers; erection/dismantling of structures; performers/participant on stage or platforms;	Use of competent contractors for erection and dismantling of structures; stage and platform need to be of suitable size, with edge protection fitted, if required.
Infection	animal faeces; body piercing; poor food or general hygiene; poor sanitary facilities; poor waste storage or disposal of discarded needles;	Ensure relevant paperwork is checked prior to the event opening; procedures in place for storage and disposal of waste. Provision of adequate washing facilities, (may need to hire in); contact with council services for specific arrangements.

Ill health/persons with special needs	age; allergies; alcohol; disabilities;	First-aid provision; Ambulance Service provision, where applicable, i.e. large high risk events; controls over age, alcohol, etc.; disabled access, provisions of viewing areas and facilities, including parking; food labelling for allergies.
Crowds/ public	overcrowding in specific areas (access/egress locations or new specific performances); lost children; special needs requirements;	Consideration on numbers who will attend. Suitability and numbers of access to and egress from the event, including the means to separate the public from moving vehicles. Suitable numbers of stewards to manage crowd control, i.e. reduce the risk of crushing. Communication arrangements to relay messages to the public, i.e. fire, evacuation, lost children, etc. Signage; provision of barriers, fencing, marking of prohibited areas. Police may advise on requirements for large events.
Manual handling	moving equipment or structures over unstable or uneven ground, staircases or steps; poor lighting;	Prevent the need for manual handling; use of sack barrows or lifting equipment; suitable vehicle access close to the location; sufficient manpower; Install temporary lighting.
Adverse weather	rain, snow or fog; high winds; flooding; thunder & lightning; extreme cold or heat;	Time of year to be considered in relation to type of event; a contingency arrangement in case of adverse weather, e.g. alternative sites, shelter provision of tractors or similar, where there is a risk of vehicles requiring towing off a site.
Violence/ behavioural issues	cash handling; alcohol and/or drug misuse; delays, hold ups i.e. angry person, etc.;	Agree procedures for cash collection from entrances and the banking of money. Refuse admittance to those under the influence of alcohol/drugs. Co-ordinate appropriate arrangements with the police.
Access/egress	insufficient access/egress causing hold ups, overcrowding and long queues; emergency	Suitable number of access/egress points at the event and stewards to keep

	services unable to get access to the event; public, stewards, volunteers, etc. being hit by moving vehicles;	crowds moving. Measures to ensure access/egress is clear should emergency services be required on the event site, e.g. separate access/ egress. Separate access/egress for pedestrians.
Vehicle movement	public being hit by moving vehicles; vehicle running into each other, i.e. blind corners; build-up of fumes, i.e. indoors; damage to ground; vehicles becoming stuck, e.g. in wet weather; overcrowding of vehicles.	Arrangements in place to restrict vehicle movement during an event. Sufficient numbers of stewards to manage vehicle movement; site the stands, structures, attractions, etc., so as to remove the risk of blind spots. Sufficient ventilation, restrict vehicle movement. Limit vehicle movement to specific routes or lay additional surfaces. Make provision for tractors, Land Rovers, etc., to pull vehicles clear. Plan and mark out temporary car parks.
Stability of stands	home-made or poorly constructed stalls or stands; unsuitable footings, i.e. uneven ground, subsidence; tall structures; high wind and insufficient securing;	Choice of site may need to be a consideration, e.g. tarmac ground will not be suitable for marquees; undertake walk round inspections on the event site checking stability of structures; procedures in place to ensure consistency should structures be unsuitable, i.e. refusal to allow on the event site.
Noise	fireworks; music; increased number of vehicles; rowdy crowds, e.g. if alcohol is available at the event;	Early planning to ensure that noisy activities are suitably located; liaison with the local community; implement sound insulation measures; set noise limits; ensure measures in place to regularly monitor noise levels.
Food Poisoning	undercooked food; dirty kitchen conditions; inadequate storage conditions and temperature control; private water supplies;	Ensure reputable suppliers, caterers etc.; check caterers' Food Hygiene Certificates; adequate, clean kitchen facilities including adequate and hygienic hand washing and drying facilities; suitable refrigerated storage. Proof that

		the private water supply is included in Local Authority Inspection Programme and recent samples have been satisfactory.
Specific risks from demonstration or participants	fires; chemical exposure; dust; moving vehicles, e.g. go-karts; unstable or unsuitable structures/ equipment;	Ensure demonstrators/participants are competent i.e. check certification/other documentation; Suitable location; adequate separation of crowds from dangerous activities i.e. barriers and appropriate level of stewarding.
Heating/ventilation	indoor temperatures – too hot/too cold; build-up of fumes, dust etc.;	Supply fans, open windows/doors; supply additional heating, suitable for its use and adequately guarded; prevent the use of certain activities in enclosed spaces.
Petroleum Storage	spare fuel stored for use in e.g. petrol driven generators; quad bikes, go-karts etc.;	Ensure storage in metal or plastic containers suitably constructed and marked, inside a secure store or vehicle; consider necessary precautions for refuelling operations including safe location.
Organisation	loss of key individual vital for the event, e.g. competent professional;	Ensure key information is documented and that cover can be provided for key individuals; ensure key roles have a deputy pre-identified at the planning stage and that they are kept fully advised of the event, its activities and developments. There should be no dual roles.
Policy/Legal	failure to comply with all relevant legislation e.g. Licensing (Scotland) Act 2005; Civic Government (Scotland) Act 1982, The Data Protection Act 1998, Equalities Act 2010, Health and Safety at Work etc. Act 1974 etc.	Ensure organisers understand the relevant legislation and that the requirements of the legislation are disseminated appropriately and monitored to ensure compliance. NOTE: You should always seek independent legal advice in relation to the event; Moray Council can provide you with general advice but cannot provide you with legal advice.
Finance	failure to meet financial commitments	Develop business case identifying running costs and

		potential for unexpected costs or shortfalls on income. Don't rely purely on ticket receipts to cover significant costs (e.g. when considering booking a major performing artist). Ensure sufficient insurance cover to meet possible civil action. Consider cancellation insurance
Contractors	Contractor's failure to deliver the appropriate service or product	Identify alternative providers and consider alternative delivery methods.
Technical	failure of equipment for the event, e.g. IT systems, vehicles, plant, hoists, etc.;	IT support and/or manual systems in case of IT failure, mechanical support available or on standby.
Environmental	pollution from such things as chemicals, excessive noise, biological agents, i.e. animal waste; environmental risks from the weather, from lack of natural light;	Consider environmental protection measures and carry out monitoring of risk elements throughout.
Competition	events on at the same time that could affect the event being successful;	Avoid dates which clash and monitor announcements of other events and where possible approach organisers to discuss potential issues.
Customer/Citizen	failure to meet expectations of the participants and/or public visiting the event, what could be the outcome, i.e. being sued, return of money etc.;	Have a clear refund policy and contract with participants where appropriate.

3. Persons Typically at Risk from an Event

- stewards
- expectant mothers
- employees
- disabled persons
- volunteers
- potential trespassers
- contractors
- local residents
- vendors, exhibitors and performers
- children and/or elderly
- members of the public

4. STYLE RISK ASSESSMENT

HEALTH AND SAFETY POLICY STATEMENT

This is the statement of general policy and arrangements for :	(Name of Event)	
Overall and final responsibility for health and safety is that of:	(name of event organiser)	
Day to day responsibility is delegated to:		
Statement of General Policy	Responsibility of (name/Title)	Action /Arrangements
To prevent accidents and cases of work related ill health and provide adequate control of H&S risks arising from the event		
To provide adequate training to ensure employees and volunteers are competent to do their work in relation to the event		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health in relation to the event;		
To implement emergency procedures - evacuation in case of fire or other significant incident. In relation to the event;		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances in relation to the event;		

<p>First-aid box and accident book are located: XXXXXXXXX Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor</p>			
<p>Signed: (Event Organiser)</p>		<p>Date</p>	
<p>Subject to review, monitoring and revision by:</p>		<p>Every</p>	

RISK ASSESSMENT COVER SHEET (use additional sheets as required)

Event Name	Dates: (Build, Event, De-rig)	Date RA undertaken
Venue	RA undertaken by:	Distribution
Scope of arena	Site Owner:	Permission for use from:
Event Organiser:		

Scope of Risk Assessment:

Key Activities / Visitor Profile:

PRO-ACTIVE MONITORING

Hazard	Type of monitoring	Frequency	Responsible person

This is a basic style. You may also need to give consideration to the following, depending on the nature of your event:

- poor management of contractors
- catering
- temporary structures
- temporary electrical installations
- power failure e.g., street lighting
- lack of effective communications
- litter – general / non emptying of bins / human waste / build-up of combustibles / discarded needles
- objects falling from height
- lone working
- disabled inaccessibility
- work related stress
- noise
- bomb threats
- protestors

5. WORKED EXAMPLE OF AN EVENT HEALTH AND SAFETY RISK ASSESSMENT

RISK ASSESSMENT COVER SHEET (use additional sheets as required)

Event Name Localtown SummerFestive	Dates: (Build, Event, De-rig) Set up - 18/06/11 11am – 20:00 Event - 19/06/11 10am – 20/06/11 00:30 De-Rig - 20/06/11 11am -4pm	Date RA undertaken 16/06/11
Venue Localtown playing fields	RA undertaken by: Miss X, chair of Localtown community group	Distribution Committee members, volunteers, stall holders
Scope of arena As per site plan	Site Owner: Localtown Council	Permission for use from: Localtown Council Land Officer
Event Organiser: Localtown Community Events Group – Mrs A		

Scope of Risk Assessment:

- Traffic Management
- Crowd Management
- Event area hazards

Key Activities / Visitor Profile:

- Live Music Festival
- Mixed family groups, adults and unaccompanied older children.

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																																			
4- Very Unlikely	4- Multi death/injury	<table border="1"> <tr> <td>Probability</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y</td> <td>4.L</td> <td>8.H</td> <td>12.H</td> <td>16.H</td> </tr> <tr> <td>4</td> <td>3.L</td> <td>6.M</td> <td>9.H</td> <td>12.H</td> </tr> <tr> <td>3</td> <td>2.L</td> <td>4.L</td> <td>6.M</td> <td>8.H</td> </tr> <tr> <td>2</td> <td>1.L</td> <td>2.L</td> <td>3.L</td> <td>4.L</td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Severity</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Probability					Y	4.L	8.H	12.H	16.H	4	3.L	6.M	9.H	12.H	3	2.L	4.L	6.M	8.H	2	1.L	2.L	3.L	4.L	1					Severity	1	2	3	4	<p>Low – No action required</p> <p>Med – Justify / review for each event day</p> <p>High – immediate action / further controls needed</p>
Probability																																						
Y	4.L		8.H	12.H	16.H																																	
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3	2.L		4.L	6.M	8.H																																	
2	1.L		2.L	3.L	4.L																																	
1																																						
Severity	1	2	3	4																																		
3-Likely	3-Single Death																																					
2 – Unlikely	2 - Major Injury																																					
1 – Very Unlikely	1- Minor /First Aid																																					

Major Injury

- fracture, other than to fingers, thumbs and toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure

EVENT RISK ASSESSMENT

Hazard	Consequence	Who is at risk?	P	S	R	Controls	P	S	R	Action Level
Slips and trips	Injury	Public Employees Volunteers Participants Contractors	4	2	8H	Event area is public space and roadway Marshalls	3	1	3L	Low
Collisions and impacts	Injury, fatality	Public Employees Volunteers	4	3	12H	Crowd/vehicle segregation Marshalls	2	2	4L	Low
Fall from heights	Injury, fatality	Public	2	3	6M	No activity taking place at height Limited street furniture at height Marshalls	1	2	2L	Low
Ill health	Illness	Public Employees Volunteers Participants	2	2	4L	Local medical provision Marshalls Short event duration	1	2	2L	Low
Crowds/public	Overcrowding	Public Employees Volunteers Participants	3	3	9H	Marshalls Designated viewing areas	2	3	6M	MED
Manual Handling	Injury	Employees	2	2	4I	Manual handling restricted to laying out of barriers by trained staff	1	2	2L	LOW
Adverse Weather	Illness/Injury	Public Employees Volunteers Participants	3	2	6M	Short event duration Adequate shelter in commercial premises	3	1	3L	LOW

Violence/behavioural issues	Injury, fatality	Public Employees Volunteers Participants	3	1	3L	Police presence Marshals	1	1	1L	LOW
Access/egress	Long Queues Overcrowding Emergency Vehicle Access constraints	Public Employees Volunteers Participants	4	3	12H	Slow crowd build up Large viewing area Barriers in place Numerous entrances/exits Marshals	2	1	2L	LOW
Vehicle movement	Injury, fatality	Public Employees Volunteers Participants	4	4	16H	Road closure Barriers in place to create large viewing area segregated from traffic Marshalls Urban area speed limits	1	4	4L	LOW