Guidance Note (GUI) **3**

**Event Risk Assessment**

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

**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 considered:

* 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.
* Any temporary structures such as staging, marquees or inflatables, (these types of items should have their own specific risk assessment).
* Moving parts of machinery.
* Any vehicles on site, particular attention needs to be given to ensuring segregation between vehicles and pedestrians.
* Electrical safety e.g., use of any portable electrical appliances.
* Manual handling activities.
* Any working at height, either during the event or during set up activities.
* High noise levels.
* Poor lighting, heating, or ventilation.
* Any risk from specific demonstrations or activities.
* Crowd intensity and pinch points.
* Possibility of the event being targeted by terrorist activity.
* Weather Conditions.

This list is by no means exhaustive, and care should be taken to identify any other hazards associated with the activities at the event.

**Identifying 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. The following should be considered:

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

**Areas to consider**

* Type of event
* Potential major incidents
* Site hazards including car parks
* Types of attendees such as children, elderly persons and the disabled
* Crowd control, capacity, access, 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

**Assessing the risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures considered. The risk is the likelihood of the harm arising from the hazard alongside the severity of the injury that could be sustained. You should list the existing controls and assess whether any further controls are required. The following should be considered:

* 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.

**Further action necessary to control the risk**

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

* High – An unsecured inflatable being used in adverse weather conditions by young children
* Medium – A display of animals in a roped off environment
* Low – A mime artist performing amongst the crowd

For each risk consider whether 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 do. Consider the following:

* 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 such as restricting public access to some areas of the site.
* The use of personal protective equipment
* Find a substitute for that activity/machine etc.

**Record the risk assessment findings**

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

**Review and Revise**

If the nature of the risk changes during the planning of the event, the risk assessments will need to be reviewed and updated.

**Information**

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.