

Event Risk Assessment Guidance Note

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 *(Aimed at organiser)*

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 pinch points.

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

Record the risk assessment findings

Use the attached Risk Assessment Form *(see separate file attached to e-mail)* 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.

Assessing the risk (*Aimed at organiser*)

The extent of the risk arising from the hazards identified must be evaluated and existing control measures 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.

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 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. 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.
- The use of personal protective equipment.

Removal of the hazard.

Areas to consider (*aimed at traders*)

The following are examples of areas to consider:

- *Tentage and Guy ropes, external structures poles and awnings*
- *Employees / Employees Children / Employees Animals.*
- *Stock available and its safe display.*
- *Structures inside the stall, e.g. Tables / display stands.*
- *Stands and displays outside the stall, e.g. Low level items.*