

Name of event: \_\_\_\_\_ Date & Time of Risk Assessment: \_\_\_\_\_

Hazards Identified	Persons at Risk	Risk Factor (high/medium/low)	Measures required to control the risk	Actions to be taken	Who will carry out action?	Date completed	Signature

Name of person carrying out Risk Assessment:

Signature:

Date:

## **GUIDELINES TO CARRYING OUT A RISK ASSESSMENT**

A hazard is something with the potential to cause harm. You should review your event to identify any potential hazard associated with it. Where possible, try to carry out your risk assessment in similar conditions to the event, such as time of day, weather. Only note hazards which could result in significant harm, such as:

- Any slipping, tripping or falling hazards
- Any substances hazardous to health e.g. dust or fumes
- Any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances
- Manual handling activities
- Any possible risk from specific event activities
- Vulnerable attendees, e.g. children, elderly persons and the disabled
- Provision for the emergency services
- Waste management
- Hazards relating to fire risks or fire evacuation procedures
- Moving parts of machinery
- High noise levels
- Poor lighting, heating or ventilation
- Crowd intensity and pinch points
- Crowd control, capacity, access and egress and stewarding
- Provision for first aid
- Cash collection
- Exhibitors and demonstrations

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

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. For example:

- Event participants
- Members of the public
- Children and elderly persons
- Volunteers and stewards
- Vendors, exhibitors and performers
- Local residents

For each risk you find 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. Consider the following:

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

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