***Community Event Risk Assessment (Worked Example)***

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| **Name of Community Group:** |  | **Start Date of Event:** |  |
| **Name of Organiser:** |  | **Date of Assessment:** |  |
| **Name of Risk Assessor:** |  | **Date of Review:** |  |

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| **No** | **Hazard & Potential  Consequences** | **Persons at  Risk** | **Control Measures** | **Current Risk  Rating  (High, Med,**  **Low)** | **Additional Control Measures  Necessary** | **Residual  Risk Rating  (High, Med,  Low)** |
| 1 | Management of Safety and clear  responsibilities  E.g. Poorcommunication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent. | Members of Public  Employees Volunteers  Contractors | Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. | Medium | Ensure responsibilities are agreed and communicated out to all stakeholders.  Ensure copies of the documents are available onsite during the event. | Low |
| Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). For equipment hired for the event from an outside body or organisation (e.g. inflatables) it is the organiser’s responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.  A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures. |
| 2 | Slip, Trips and Falls  E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas | Members of Public  Employees Volunteers Contractors | Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.  Emergency routes to be of adequate width and kept clear at all times.  Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.  All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment  used (e.g. ladders, cherry pickers) must be properly inspected and  maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998) | Medium | Event Organiser to carry out walk  through visual inspection (prior to  start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. | Low |

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| 3 | Physical Hazards  present at site  E.g. Broken glass, dog faeces, drowning in river, falling down steep slope or rabbit hole | Members of Public  Employees Volunteers Contractors | Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.  Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:  - Anywhere within unguarded access to deep or fast flowing water (e.g. rivers)  - Highway or roadside areas without vehicle segregation (fencing)  - Steep, slippery or unstable ground (including those with holes or excavations) | Medium | On day of the event organiser/team to walk the site to remove bottles, broken glass, dog faeces etc. Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited by signage and pre event briefing | Low |
| 4 | Manual Handling  E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects | Members of Public  Employees Volunteers Contractors | Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.  Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling.  Minimise repetitive bending wherever possible and ensure  employees/volunteers take regular breaks.  Use individuals who have been trained in techniques or provide basic training in manual handling techniques. | Medium | Organiser/team leader to give pre-  event briefing session with all  employees/volunteers to include  instructions on manual handling,  including:  - Not to lift unless comfortable in  doing so  - Young persons and others at  significant risk (e.g. persons with  a previous back injury) instructed not to lift heavy weights.  - All lifting by young persons to be  supervised  - Wherever possible, lift items with  assistance rather than alone | Low |
| 5 | Weather Issues  E.g. extremes of weather can cause injuries such as wind blown debris | Members of Public  Employees Volunteers Contractors | Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.  Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)  Ensure there is an adequate supply of water to prevent dehydration. | Medium | Organiser/team leader to give pre-  event briefing session with all  participants to cover, where  applicable, working in the heat (need  to keep hydrated and avoiding  sunburn) | Low |
| 6 | Equipment and  Electrical Failure  E.g. Injuries to | Members of Public | Ensure equipment is well maintained and in a good state of repair.  Where equipment requires statutory inspection (such as portable  appliances, lifting equipment, bouncy castles etc.) ensure that inspections | High | Ensure that all fixed electrical  installations have been checked and certificated by a competent person as | Low |

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|  | those using or working on the equipment | Employees  Volunteers  Contractors | have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the PIPA industry standards,  lifting equipment that lifts people requires a six-monthly examination by a competent person) |  | per current legal requirements.  Equipment should be visually  inspected prior to use to ensure that is has not been damaged and that there are no obvious defects. |  |
| 7 | Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests,  E.g. Skin rash from plants, bee sting resulting in anaphylactic shock | Members of Public  Employees Volunteers Contractors | Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.  Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered. | Low | Ensure adequate first aid  arrangements have been provided  (proportionate to the level of risk).  At least one member of the group should have access to a phone in order to call for emergency assistance in the  event of a group member being  injured or falling ill as a result of an allergic reaction | Low |
| 8 | First aid and  Emergency  Arrangements | Members of Public  Employees Volunteers Contractors | Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”.  Ensure that first aid provision is clearly signposted at the event.  Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. | Medium | For large events the Council’s Emergency Planning Team should be notified, [eps@scotborders.gov.uk](mailto:eps@scotborders.gov.uk) The  Team can provide advice and  guidance on planning and organising large events. | Low |
| 9 | Children and Young Persons  E.g. A young person taking  unnecessary  risks resulting in injury | Members of Public  Employees Volunteers | Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons.  Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult. | Low | Where young persons and/or children  are volunteering, the group leader  must take specific time to explain procedures and take particular care to describe and point out the potential  hazards identified within the risk  assessment. | Low |

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| 10 | Contractors  E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries | Members of Public  Employees Volunteers Contractors | Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site.  Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment. | Medium | Ensure contractors are given adequate  safety information regarding the  event. | Low |
| 11 | Fire Safety  E.g. Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands | Members of Public  Employees Volunteers Contractors | Organiser to nominate a named ‘responsible person’ and carry out a fire risk assessment.  The risk assessment should assist in ensuring that all necessary fire safety  procedures, fire prevention measures, and fire precautions (plans,  systems, and equipment) are in place and working properly.  Establish a suitable means of contacting the emergency services and  provide them with any relevant information about any dangerous  substances at the event.  Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a component person in an effective manner, in efficient working order and in good repair  If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire. | High | Inform non-employees, such as  residents, temporary or contract  workers, of the relevant risks to them,  and provide them with information  about the fire safety procedures for the event.  Provide agency staff with appropriate instructions and relevant information about the risks to them.  The risk assessment should pay  particular consideration to the  implications of the venue design, and the handling and storage of flammable substances and materials, and other  sources of ignition such as  pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the  site, lone workers, unaccompanied  children and young persons and those  with a disability. | Low |

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| 12 | Crowd Management  E.g. Lack of adequate evacuation procedures  leading to crowd crushing and associated injuries | Members of Public  Employees Volunteers Contractors | Consider anticipated crowd capacity and ensure facilities are adequate,  including provision of adequate facilities for refreshments, sanitary  requirements, etc.  The Event Safety Guide states that for small events there should be at least two toilets.  Ensure adequate access for wheelchair users and pushchairs is provided.  Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.  Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system) | Medium | Event Organiser to carry out walk  through visual inspection (prior to  start of event) to ensure access/egress routes are unobstructed and free from  slip and trip hazards. In particular  ensure that checks are made of all fire and emergency facilities and that:   * All exits are unlocked; * Escape routes are clear; * Emergency lighting works; * Fire-fighting equipment and alarms are in full working order; * A PA system for use in emergencies can be heard clearly in all parts of the venue. | Low |
| 13 | Waste Management  E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited | Members of Public  Employees Volunteers Contractors | Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information).  The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate.  Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.  Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required) | Medium | Ensure that special attention is made to areas such as:  - Approach to the event (e.g.  surrounding streets and/or land)  - Entrances and exits  - Arenas and stages  - First aid areas  - Catering areas | Low |