



Event Risk Assessment

A full risk assessment should be carried out for all events. In many cases with large and special events this will be a legal requirement. These guidance notes should help you carry out this process. With large events it may be necessary to employ a consultant to carry this process out.

Identifying Hazards

All hazards should be identified including those that relate to individual activities and the use of any equipment. A hazard is anything that has the potential to cause harm. You should only note hazards which could result in significant harm.

Examples of what you need to take into account are:

- Slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Chemicals or other substances that are hazardous to health eg. dusts and fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety eg. use of portable appliances etc
- Manual Handling activities
- High noise levels
- Poor heating, lighting or ventilation
- Any potential risks from specific demonstrations or activities.
- Crowd intensity and pinch point
- Any working at height

Identifying those at risk

For each hazard identified, list all the groups of people who may be affected.
For example:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors
- Exhibitors
- Performers
- Members of the Public (including children, elderly persons, expectant mothers, disabled persons)
- Local residents
- Potential trespassers
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Factors to consider

- The following are examples of the issues you need to consider Type of event
- Potential Major Incidents
- Site Hazards including car parks
- Type of attendance eg. Children, elderly persons, Disabled Persons.
Crowd Control including capacity, access/egress and stewarding Provision for the Emergency Services
- Provision of First Aid
- Provision of Facilities
- Fire and its spread
- Security including perimeters, controlled areas, and cash collections Health and Safety
- 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 taken into account. The risk is the likelihood of harm arising from the hazard. You should list the existing controls and assess whether or not further controls are required. You will need to take the following into account.

- Any information, instruction and training regarding the event and the activities involved
- Compliance with legal requirements, Codes of Good Practice and British, European or international Standards
- Whether or not existing controls have reduced the risk as far as is reasonably practicable

Further action necessary to control the risk

For each risk consider whether or not it can be eliminated completely. If it can't then decide what you must do to reduce it to an acceptable level. Personal Protective Equipment should only be used as a last result when no other control is reasonable. You need to consider the following:

- Remove the Hazard;
- Prevent access to the hazard e.g. guarding the dangerous parts of machinery;
- Implement procedures to reduce exposure to the hazard; Use Personal Protective Equipment (PPE)
- Find a substitute for the activity/machine

Record the risk assessment findings:

Please use the SDC Safety Advisory Group Risk Assessment Form to record all your significant hazards, the nature and extent of the risks, and the action required to control them. It is important to keep this for future reference and use. You can also refer to other documents you may have e.g. manuals, codes of practice etc.

Please use our Safety Advisory Group Risk Assessment Form – Template to assist you in the forms list.

