**Task / activity or premises assessed**: EXAMPLE **Location:** EXAMPLE ADDRESS

**Name of assessor:** EXAMPLE **Date of assessment:** 00/00/00 **Review Date:** 00/00/00

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outline of activity/task:** EXAMPLE | | | | | |
| Hazards and Effects | **Affecting Whom (staff / visitors / public / contractors)** | **Risk rating with no controls** | **Existing Controls (if any)** | **Residual risk rating (With existing controls)** | **Actions required where residual risk is still too high** |
| Vehicle movements | Staff, public, contractors. Artists. | Medium | Only the contractor's vehicle is permitted on-site for unloading purposes. When unloaded the contractor's vehicle to park outside the site.  Event starts at 2pm.  Event closes at 9 pm. Contractor's vehicle movements from 2 pm – 9 pm are not permitted unless there is an emergency | Low | Vehicle marshalling introduced.  Marshalls to wear high visibility vests/jackets.  Vehicle movements from 2 pm – 9 pm marshalled and only permitted if absolutely necessary |
| Lack of access for emergency services. | Staff, public, contractors. Artists. | Medium | Keep the route clear for emergency vehicles through garden entrances. Marshals ensure a clear route is maintained in case of emergency | Low | Train all on the risks and control measures in place. Site manager/Steward Coordinator to inform all marshals, stewards and volunteers on site just prior to the event on what action will be taken and how they will be informed should an emergency occur. |
| Insufficient and/or unsuitable first aid cover | Staff, public, contractors. Artists. | Medium | First aid equipment on site and close to use.  Designated qualified first aiders to be on site for the duration of the event. | Low | First aid box to be checked for correct content and all within use by dates. All staff to be briefed on who is to be the nominated first aider for the duration of the event. |
| Intrinsic hazards from outside companies’ activities. | Staff, public. Artists. | Medium | Contractors policy, including method statements, risk assessments and public liability insurance. | Low | View and copy all information.  Include in the Events Folder. |
| Electrical Equipment  (Generator, Pa System, associated cabling). | Staff, public, contractors. Artists. | Medium | Contractors policy, including method statements, risk assessments and public liability insurance. | Low | Generator to be cordoned off, all cables to be covered where they cross areas of public access. Contractor to be responsible for the supervision and operation of the equipment. View and copy all information from contractor and  include in the Events Folder. |
| Poor supervision of events and members of the public (adults and children). | Staff, public, contractors. Artists. | Medium | Site manager, Steward Coordinator, Stewards, marshals and staff are in attendance during events and monitor visitor's movements within the garden. | Low | Garden to inform visitors that they are responsible for the supervision of their children/other people in their care through the use of poster / event flyer. During the event Site staff will be in attendance to support visitors. Staff will be readily identifiable by the wearing of high visibility vests/jackets. Train staff on the risks and control measures in place. |
| Welfare facilities. | Staff, public, contractors. Artists. | Low | Site's toilets are used.  The Site Manager is point to contact for any issues. | Low | Nominated Site staff to supervise the use of toilets and provide easy access toilets |
| Surface of Site walkways  (potholes etc) | Staff, public, contractors. Artists. | Medium | The Site Manager carries out weekly premises’ inspections.  Any holes are filled in. | Low | If there is heavy rain prior to the event, the event will be cancelled.  If heavy rain during event areas of the site will be cordoned off |
| Public access to the whole of the site. | Public, contractors, Artists. | Medium | Risk areas are cordoned off | Low | Train staff on the risks and control measures in place. Areas are cordoned off and marshals with patrol to ensure no one enters these areas |
| Disposal of waste | Staff, public, contractors, Artists. | Medium | Visitors are encouraged to take their waste home after the event.  Any remaining waste is secured in Site's waste disposal units. | Low | Waste Management Plan in place. Ensure all in attendance at the event are aware of these protocols. Any waste will be recycled or compostable |
| Adverse weather conditions | Staff, public, contractors. Artists. | Medium | Marquees erected and secured properly. Monitoring of weather conditions in advance. Do not erect structures if high winds are forecast.  Remind attendees that hats and sun cream are used. Have sun cream available for public | Low | Have a procedure in place to cancel the event if extreme weather conditions should occur or are forecast. |
| Fire  (Hot activities e.g. BBQ, Pizza oven) | Staff, public, contractors, premises. | Medium | Barriers to keep the public away from hot / hazardous areas i.e. tables or barriers.  Only designated persons allowed in the immediate area.  Area is kept clear of rubbish and trip hazards.  Fire extinguishers and blankets are placed within easy reach. | Low | Ensure designated people are aware of where fire extinguishers are located |
| Poor Food Hygiene Preparation | Staff, public, contractors. | Medium | People handling and preparing food should have a minimum of a basic food hygiene certificate. | Low | Ensure certificates are verified prior to event and staff are trained |

**Signature of Assessor:** EXAMPLE  **Date:** 00/00/00

This matrix is suitable for all the activities that the individual undertakes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Rating Matrix | | | | | | | |
|  |  | SEVERITY | | | | | |
|  |  | Multiple Death  10 | Single Death 8 | Major  Injury  6 | ‘3 day’ Injury  4 | Minor  Injury  2 | None  1 |
| LIKELIHOOD | Certain 10 | 100 | 80 | 60 | 40 | 20 | 10 |
| Very Likely  8 | 80 | 64 | 48 | 32 | 16 | 8 |
| Probable  6 | 60 | 48 | 36 | 24 | 12 | 6 |
| Possible  4 | 40 | 32 | 24 | 16 | 8 | 4 |
| Unlikely  2 | 20 | 16 | 12 | 8 | 4 | 2 |
| V. Unlikely  1 | 10 | 8 | 6 | 4 | 2 | 1 |

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

### ‘Major Injury’ shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.

|  |  |  |
| --- | --- | --- |
| Key to Shading | | |
| 48 - 100 | High | Level of risk is unacceptable |
| 16 - 40 | Medium | Level of risk may be tolerable. Seek to reduce the level of risk. |
| 1 - 12 | Low | Level of risk is acceptable |

## Definitions for Likelihood

|  |  |  |
| --- | --- | --- |
| Certain | 10 | Has happened before and is expected to happen on this occasion. |
| Very Likely | 8 | Has happened before and is very likely to happen on this occasion. |
| Probable | 6 | Has been known to occur before and is likely to happen on this occasion. |
| Possible | 4 | Has been known to occur and it may happen on this occasion. |
| Unlikely | 2 | Has been known to occur before but no reason to suggest that it will happen on this occasion. |
| Very Unlikely | 1 | Has never happened before and there are no reasons to suggest it will happen on this occasion. |