

# Silloth-on-Solway Town Council

## Event Risk Assessment

### Guidance Notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent the likelihood that someone could get hurt or become ill.

**Hazard** - this is anything that has the potential to cause harm (it could be chemicals, traffic, electricity, obstacles, crowds, food).

**Risk** - this is the chance that someone could be harmed by the hazards you identify. This risk can be *low, medium or high*.

The important thing is to decide whether the hazard is *significant* and whether you have taken adequate precautions to make the risk of the hazard (harming someone) *low*. This is exemplified in the following example. Electricity can kill so it is a *hazard* - however if the live components are insulated and metal casings properly earthed then the *risk* of harm is *low*.

A separate Fire Risk Assessment has to be undertaken, to comply with fire safety legislation, identifying the fire hazards and persons at risk, and the measures adopted to remove or reduce these risks and protect people from fire. For traders and market stall holders operating at outdoor events a self assessment form can be used to complete a risk assessment. [Form is available for Food Concessions and Form for Market stalls (non catering) based on forms published by the Chief Fire Officers Association in February 2010.]

Where the risk assessment identifies significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

An Event Risk Assessment form is provided to assist organisers of events to record their findings. Some examples of the hazards and possible control measures associated with many events are provided in a table at the end of this document to assist you in the completion of the risk assessment form.

## Step by Step Guide

The following guidance should aid you in carrying out your risk assessments.

There are 4 steps to completing the risk assessment form:

- Identify hazards in relation to the event that may cause harm
- Identify who could be harmed
- Prioritise the associated risk
- Identify what actions need to be taken to remove or control the risk

## Identifying the Hazards

Plan your event on paper. Then think about the hazards relating to the individual activities and don't forget any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Any vehicles driving onto the site.
- Poor lighting, heating or ventilation.
- Hazards relating to fire risks or fire evacuation procedures.
- Electrical safety e.g. use of any portable electrical appliances.
- Any possible risk from specific demonstrations or activities.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Manual handling activities.
- Traffic control.
- Moving parts of machinery.
- High noise levels.
- Crowd intensity and pinch points.

This list is by no means exhaustive so you should consider what hazards will be presented at your event.

### **Identifying those at Risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Vendors, exhibitors and performers.
- Potential trespassers.
- Employees.
- Members of the public.
- Expectant mothers.
- Volunteers.
- Disabled persons.
- Local residents.
- Contractors.
- Children and elderly persons.

### **The following are examples of areas to consider:**

- Type of event.
- Crowd control, capacity, access and exit and stewarding.
- Fire, security and cash collection.
- Potential major incidents.
- Provision for the emergency services.
- Health and safety issues.
- Site hazards including car parks.
- Provision of first aid.
- Exhibitors and demonstrations.
- Types of attendees such as children, elderly persons and the disabled.
- Provision of facilities.
- Amusements and attractions.
- Structures.
- Waste management.

### **Work out the risks**

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 hazard note down the severity number and the likelihood number using the Risk Assessment Matrix (see table below). This will produce a risk rating of HIGH, MEDIUM or LOW.

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	Green	Green	Green	Green	Green	Green
2	Minor injury, minor damage	Green	LOW	Green	Green	Green	Yellow
3	Lost time injury, illness, major damage	Green	Green	Green	Yellow	Yellow	Yellow
4	Major injury, disabling illness, major damage	Green	Yellow	MEDIUM	Yellow	Red	Red
5	Single fatality, or permanent total disability	Yellow	Yellow	Yellow	Red	Red	Red
6	Multiple fatalities	Yellow	Yellow	Red	Red	HIGH	Red

**Action to control the risk**

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.
- Implementing procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Finding a substitute for that activity/machine etc.

## **Record your findings**

Use the Risk Assessment form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Send this in to the council with your application but keep a copy for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

## **Review and revise**

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

## **Information**

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

## **Contractors**

Contractors should be required to produce their own risk assessment to be reviewed by the organiser.

**Examples of hazards and possible harm together with possible solutions.**

Identified or Potential Hazard	Possible Harm	Possible Solution
Heavy rain causing electrical short circuits	Electrocution	All power on showfield is via independent generators with integral RCD cut-offs. All electrical equipment is under cover.
Heavy rain causing slippery surfaces	Injuries from slipping on wet fairground equipment/wet grass (showfield)	Fairground Operator is aware of need to manage this and close rides to public if risk of slipping exists. Displays on showfield will, where possible, be moved indoors to ..... or cancelled. First aid staff on site.
Waterlogged ground	Danger of vehicles becoming stuck on wet/soft ground	No public vehicles will be parked on the grass in event of excessive rain. Where exhibitor vehicles are on showfield, a number of 4x4 vehicles are available to help vehicles off the showfield.
Public unwilling to remain outdoors during adverse weather	Leave site and will not return when rain stops	Limited numbers may shelter on site inside marquee.
		Contingency plan to use ... Community Centre located at ..... with capacity of X to present alternate wet weather programme.
Severe cold weather	Discomfort/ill health	All audience/performers/staff advised to bring warm clothing.
	Persons slipping on snow/ice and suffering injury	Contractor on stand-by to remove snow and ice.
Adverse weather - high wind speed	Vertical structures (scaffolding tower, marquee, stall, lighting gantry) become unstable	<p>All structures checked for movement in windy conditions.</p> <p>Anemometer to be used to measure wind conditions.</p> <p>Stewards allocated to dismantle unstable structures safely.</p> <p>If high winds (exceeding force X) are forecast prior to event, then :</p> <p>Telephone contractor (on standby)</p> <p>Marquees will be taken down</p> <p>Event will be cancelled</p>
Adverse weather - high sun factor	Sun burn/sunstroke	<p>Shaded areas provided at .....</p> <p>Audience/performers/staff advised to wear sun screen and hats.</p>

Identified or Potential Hazard	Possible Harm	Possible Solution
Event activity on the highway	Road traffic accident	Road closure
Vehicle movement on site :	Collision with pedestrians or objects on site	All non-essential vehicles required to be removed from performance area by 10:00 hours - 1 hour prior to public access.
		During set up for event, marshals in position to manage the movement of vehicles and pedestrians on site.
		Car parks will be manned by a X number of Stewards/Marshals in fluorescent jackets who will have a plan of how to park the vehicles and the route they will take in and out.
	Large number of pedestrians and vehicles in same environment	All pedestrian traffic will be directed to ..... Vehicles will enter via ..... - which will be Marshalled. The point where pedestrians may have to cross roads...( will require control measures dependant upon risk) .
Manual movement of equipment or goods on site	Injury through lifting or moving	Manual lifting to be limited where possible and practical.
		Safe system of work governing manual handling.
		Activities to be monitored on site by Event Management and suitable numbers of staff to be allocated to each task to ensure no person is overloaded.
Storage of equipment on site	Theft and public access	Security staff present from beginning of set up period.
		Event vehicles/cabins to be used for storage will be locked when not attended by staff to reduce potential for accident by public coming into contact with tools or other goods.
Failure of PA systems	Inability to transmit urgent messages to audience	Tests on all equipment prior to event. Loudhailer backup for key areas.
Failure to electrical supply	Loss of temporary electrical supply at key event areas. Risk of electrocution	Electrician on standby at event Generator supply provided by experienced contractor. Generators to be placed away from public area and fenced off.

Identified or Potential Hazard	Possible Harm	Possible Solution
Crowds	Overcrowding on the showfield	Stewards/Marshals who will be clearly identifiable by uniform (arm bands/fluorescent jackets/T-shirts) are allocated in managed zoned areas. Additional Stewards/Marshals held in reserve who can be deployed as needed by the Event Manager if a situation arises.
		The event field is large with more than adequate space for the audience and the displays/exhibitions. There is more than ample distance between each exhibit, between the exhibits and Main Arena, as walkways for the public between the various areas of the field.
	Drunken behaviour	<p>There is NO beer tent and it is not expected that a family day out will attract the wrong type of people.</p> <p>Stewards/Marshals/Cadets etc will be briefed regarding handling crowds and public order situations.</p> <p>Zero tolerance of allowing visitors to bring alcohol into the event. Stewards will summon police assistance to remove people if necessary.</p>
	Crowd disorder or unrest	Use of PA, signage and marshals to keep crowds informed.
		Police assistance to be called in event of incident.
	Cuts from broken crockery/glass	All drinks sold in cans or plastic bottles. Metal litter bins provided around site. Litter picking throughout event by staff with protective gloves.
Emergency Vehicles	No available access	Access will be via gate X which is closed to all other traffic (except the few VIP cars). Controlled by stewards to keep entrance and road clear.
Fire Hazards	Electrical fires in parked vehicles	A Fire Marshal will be assigned from the Stewards/Marshals allocated to these areas. It is this persons responsibility to ensure the Stewards/Marshals under his/her direction are vigilant. In addition, fire extinguishers will be located at the car parks and the supervisor/fire marshal will be given instruction on how to use these.

Identified or Potential Hazard	Possible Harm	Possible Solution
	Electrical fires in display vehicles	Each exhibitor will have extinguishers on their own display stands. In addition, a Supervisor will be assigned to this area.
Displays in main arena	Injury to public in performance area	Main arena is roped off and no members of public will be allowed in this area at any time. In addition, Stewards will be patrolling this area and managing crowd control.
	Gymnastics display - trips, slips and falls	The Main arena is a flat, even area of land. The display team are trained and experienced to use their own equipment. First aid staff on site to deal with minor injuries.
	Dancing troupe - trips, slips and falls	The Main arena is a flat, even area of land. This is a large troupe of experienced dancers used to dancing on grassed areas.
	Tug of war	This is a supervised activity for teams and is for viewing, not participation by the public. First aid staff on site to deal with injuries.
	Thai boxing display	Supervised demonstration by experienced instructors. First aid staff on site to deal with injuries.
Stage Area	Stage collapsing	The stage consists of ..... To be installed by experienced contractor.
	Trip hazard when climbing onto or off the stage	There are two sets of steps up to the height of the stage with a handrail. Access to the stage is also restricted to a small number of performers at any one time and they will be briefed regarding exiting stage safely.
	Fire and electrocution risk from PA/sound system	Power is from portable generator which has RCD cut off. Fire extinguisher will be sited on stage.
Refreshment Area	Food poisoning	Catering contractor who is experienced in outdoor catering - will be required to provide written food safety management system.
	Fire Risk - cooking	Contractor to provide fire safety risk assessment.
		X fire extinguishers in situ. Catering contractors staff will be informed on the day of evacuation procedure.
	Slips, trips and falls	Contractor to provide written risk assessments.



Identified or Potential Hazard	Possible Harm	Possible Solution
	Cuts from broken crockery/glass	All drinks sold in cans or plastic containers.
Marquee -		
Erection/removal	Collapse	Marquee provided, erected and taken down by experienced contractor. Site details and requirements sent to contractor.
Electrical power	Electric shock/electrocution	Power installed by approved contractor working to industry standards.
Space heating	Fire	<p>Site visits to check hazards.</p> <p>Safety documentation from contractor showing working practices, flame retardancy certificate etc.</p> <p>There will be no naked flame scenarios at any exhibit.</p> <p>Adequate distance between the tent and other displays.</p> <p>X fire extinguishers.</p> <p>Additional fire extinguishers are also available from the Control Point and First Aid Room.</p>
Overcrowding	Crush injuries	<p>Steward on entrance door to control numbers entering. Maximum capacity will be .....</p> <p>Possible for steward to quickly remove sidewalls in the event of excess numbers.</p> <p>Access limited to one entrance controlled by a steward.</p>
Erection of safety fencing/barriers	Injury to staff or general public	<p>Use of experienced contractor - with risk assessment and method statement covering the work.</p> <p>Set up in day prior to event to avoid conflict with public.</p> <p>Event management to monitor.</p>
First Aid/Medical Attention	Major injuries, large numbers of casualties	Triage area and casualty bureau will be at ..... First Aid staff on site to deal with minor injuries.
	Minor injuries - requiring first aid only	St John's Ambulance will deal with any minor injuries. (Arrangements detailed in event plan and location shown on site plan)
Lost children	Distressed children and/or guardians/parents	Arrangements for missing and found children detailed in event plan