

Keep Your Event Safe - Risk Assessment Guidance

What is a hazard?	What is a risk?
Anything that may cause harm e.g. electricity, working from ladders, chemicals.	The chance, high or low, that somebody could be harmed by the hazards, with an indication of how serious the harm could be.

Step 1 – Identify the hazards: this step allows you to work out how people could be harmed.

- Visit www.hse.gov.uk for guidance on where hazards happen and what you can do to control them.
- Walk around the venue/area/route and look at what could cause harm.
- Ask advice of the venue owner, who may notice things that are not immediately obvious to you.
- If you are using any equipment you should always check the manufacturer’s instructions for information about hazards and risks involved.

Step 2 – Decide who might be harmed and how: for each hazard, be clear about who could be harmed so you can decide on the best way to manage the risk.

- Identify groups of people rather than individuals e.g. members of the public, volunteers, suppliers.
- Consider how each group might be harmed e.g. volunteers may suffer back pain from lifting heavy equipment.
- Some groups have particular requirements e.g. young or disable people, pregnant women.
- Consider how people may be harmed during the set up and breakdown of the event.
- Remember that anyone sharing the event venue may be affected by your activities.

Step 3 – Evaluate the risks: you now must decide what to do about the hazards.

- Look at what you’re already doing it, how you are doing it and what controls you have in place.
- Consider whether you can remove the hazard all together or how you can control risks so that harm is unlikely. Apply the following principle, if possible, in the following order:
 1. Eliminate the risk
 2. Try a less risky option e.g. change the route to avoid a busy road.
 3. Isolate the hazard by preventing access e.g. putting a cage around a generator.
 4. Reduce exposure to the hazard e.g. put barriers between pedestrians and traffic.
 5. Issue personal protective equipment e.g. clothing, footwear, goggles.
 6. Provide welfare facilities e.g. first aid and washing facilities.

Step 4 – Record your findings: remember to keep it simple, show that:

- You’ve done a proper check to identify a full range of hazards.
- You’ve considered who might be affected.
- You’ve dealt with all significant hazards.
- Your precautions are reasonable, and the remaining risk is low.
- Record actions to deal with any improvements that you still need to make.
- Make regular checks to ensure you keep your control measures in place.
- Ensure there are clear responsibilities assigned.
- Prioritise and tackle the most important things first e.g. the hazards that could cause most harm.

Step 5 – Review your risk assessment

Events may change during the planning and on the day, so you need to review your risk assessment to make sure it stays up to date. It’s a good idea to set a review date before your event and do another review on the day of the event.

Description of the event/activity:

Date:

Hazards	Who might be harmed and how?	Controls in place	Do you need to do anything else to control this risk?	Action by Who	Action by When	Done
EXAMPLE Slips and trips	Participant in a sponsored Walk may trip over a tree root and suffer injury	Use signage to warn participants of hazard. Use marshal to direct participants away from trees. First aid on site to treat any injuries.	Event organiser to ensure all marshals in place on the day.	Event Manager	xx/xx/xxxx	xx/xx/xxxx

Name:

Signature:

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