

EVENT RISK ASSESSMENT – GUIDANCE NOTES

STEP 1: What is the Task/Activity You Are Assessing?

You should conduct a risk assessment for all activities or tasks involved in organising the event. This includes activities during setting up and breaking down the event, as well as activities that take place during the event.

Examples: erecting a stage, dismantling a stage, managing crowds, fireworks display, abseil, separating spectators and vehicles, fun fair

STEP 2: What Hazards Are Present or May Be Generated?

Look for hazards that you could reasonably expect to result in significant harm under the conditions at your event.

Examples:

These are some examples of issues you may need to consider. There may be other specific hazards for your event which you will need to include.

- Fireworks (eg storage, location of display, crowd distances)
- Slipping/tripping hazards (e.g. trailing cables, condition of routeways)
- Safe access/egress (eg emergency exits clear and unobstructed, lighting, traffic management)
- Emergency Evacuation Plan
- Crime and disorder (eg security staff and locations on site)
- Crowd management /stewarding (e.g. over-crowding)
- Extreme weather conditions (e.g. heat, cold, rain)
- Flammable substances (eg safe storage and use of petrol/LPG/combustible sources in close vicinity).
- Fire Precautions (eg Fire Extinguishers)
- Machinery (e.g. moving parts guarded)
- Work at height (e.g. from temporary structures, ladders)
- Vehicle movements on site (eg separation of vehicles from pedestrians)
- Electricity (e.g. use of generators, earthing, temporary overhead/underground cables)
- Noise (e.g. employees and audience sound levels)
- Sanitary conditions (eg no. of toilets, water, waste/rubbish removal)
- Collapse of structures (eg barriers, marquees, grandstands)
- Explosions (eg pressure vessels)
- Protection of children (eg drowning in ponds, becoming lost, contact with animals, entertainment of adult nature).

STEP 3: Who may be harmed by the hazards?

Examples: contractors, employees, members of the public, spectators and performers

STEP 4: What Precautions will be in place to either eliminate, isolate or minimise the risk of the hazards occurring?

For the hazards listed, do the precautions already taken:

- Meet the standards set by a legal requirement?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

RISK ASSESSMENT OF EVENTS IN PUBLIC PARKS AND OPEN SPACES

Name of Organisation

Date of risk assessment:

Step 1 <i>What is the task/activity being assessed?</i>	Step 2 <i>What hazards are present/may be generated</i>	Step 3 <i>Who may be harmed?</i>	Step 4 <i>What precautions will be in place to eliminate/isolate/minimise the risk?</i>
<p><i>Example:</i></p> <ul style="list-style-type: none"> • Erecting a stage 	<p><i>Example:</i></p> <ul style="list-style-type: none"> • Slips Trips and Falls 	<ul style="list-style-type: none"> • Event Organiser’s staff • External contractors • Members of the public 	<ul style="list-style-type: none"> • Protective non-slip footwear • Use of protective headgear • Weather protected stage – Less likely to become wet/slippy • Any fluids spilled cleared up immediately prior to event starting • Ensuring no visible trailing wires • Provision of barriers at major changes in floor level • Restrict access by members of the public

The “risk assessment of events in public parks and open spaces form” must be submitted with all applications and identified actions adhered to in the course of events. Failure to do so may constitute as an offence under the Health and Safety at Work etc Act 1974 and Licensing Act 2003.