How to complete a Risk Assessment

What is a risk assessment?
A risk assessment is the identification of hazards and the application of practical control measures to eliminate or minimise risk of injury, so far as is reasonably practical.

Who can complete a risk assessment?
Anyone can complete a risk assessment, as long as they are competent. This means they may have knowledge of the task the risk assessment is being written about or has training and experience of completing a comprehensive risk assessment.

Why is a risk assessment required for an event?
Carrying out a risk assessment will help to ensure that an event runs as safely as possible. It is also a legal requirement under the Management of Health and Safety at Work Regulations 1999. Risk assessment It is the responsibility of the event organiser to ensure a suitable and sufficient event risk assessment is completed to identify who might be harmed, hazards which could cause harm, to assess the risks which may arise from those hazards and decide on and implement suitable control measures to eliminate, or control the risks to ensure the risk is as low as reasonably practicable.

Identify the hazards
A hazard is anything with the potential to cause harm. The first step of a risk assessment is to identify the hazards associated with the activities and equipment involved in the event e.g.:

☐ Slips, trips & fall hazards
☐ Manual handling
☐ Fire hazards
☐ Access/ egress
☐ Adverse weather
☐ High noise levels
☐ Crowd intensity & pinch points
☐ Security including cash handling
☐ Vehicle movement on site & off site
☐ Moving parts of machinery
☐ Working at height
☐ Electrical hazards e.g. use of portable electrical appliances, generators etc.
☐ Poor lighting, heating or ventilation
☐ Chemicals or other substances hazardous to health, e.g. dust or fumes
☐ Hazards from specific demonstrations or activities

This list isn't exhaustive; ensure you identify any other hazards related to each particular event.

Identify who could be harmed and how
For each hazard identified, think about the people who could potentially be affected and how they might be harmed at the event People at risk may include:

☐ the public i.e. children, elderly, disabled, residents
☐ Staff i.e. volunteers, contractors, vendors, artists

Types of harm may include:
☐ Burns
☐ Fractures
☐ Bruising
☐Electrocution
☐ Cuts/Lacerations

Evaluate the risks
The risk is the likelihood of someone being harmed by the hazard and risks need to be evaluated to determine whether enough has been done to control those risks as 'far as reasonably practicable'. Think about all the controls that have already been put in place and their effectiveness.
Controls may include:

☐ Specific safe working procedures
☐ Suitable traffic management arrangements
☐ Provision and location of a sufficient number of stewards/ security personnel
☐ The provision of safe access and egress routes around the site
☐ Provision firefighting or other emergency equipment such as first aid supplies
☐ Preventing access to the hazard, e.g. by guarding parts of equipment, providing barriers etc.
☐ Inspections and testing of equipment used at the event
☐ Any information/instruction/training provided, including the competence of key members of the team
☐ Use of personal protective equipment (PPE)

Record your findings
Record the findings on a risk assessment form so that you have a record of all significant hazards, the people at risk and the controls required to minimise the risks. Examples of how to record significant findings for various activities are detailed below to give you an idea of what you should be looking at. You can opt to use this format or one of your own choice. In the examples below **staff** refers to volunteers, contractors, vendors, stewards, security &artists. **Public** refers to all other not involved in the event

If using the template(s) below please ensure that you also consider and record any **significant hazards specific to your event.** Also if the template does not fully explain/detail your controlling measures, detail them separately.

Don't worry too much about the format as long as you have considered the hazards, identified the significant ones and detail how you are controlling them.

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
General ☐	**Slips, trips & falls** E.g. Injuries arising from slips, trips & falls from uneven ground or obstructions & debris in access /egress routes & pedestrian areas ☐ ☐	☐ A pre-event site visit will be carried out to ensure that the area is suitable to hold the event and significant risks will be addressed prior to event proceeding ☐ Adequate lighting in place. ☐ Emergency routes to be of adequate width and kept clear at all times. ☐ Any uneven or damaged surfaces must be appropriately highlighted ☐ All working at height must be avoided wherever possible; where not it must be risk assessed. ☐ Slippery surfaces (including ice) will be identified and rectified. ☐ Public and volunteers advised to wear footwear suitable for the event. ☐ ☐
General ☐	**Manual handling risks** - E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects ☐ ☐	☐ Volunteers manually handling heavy items should be physically capable of lifting the item. This is an assessment that each volunteer should make about themselves. ☐ Volunteers must 'ask for help' if necessary and work should be shared to avoid over tiredness. ☐ Volunteers should wear gloves and other appropriate protection should be worn. ☐ Volunteers should assess loads before handling and minimise repetitive bending wherever possible and ensure they take regular breaks. ☐ Volunteers should ensure that they follow recognised manual handling training/techniques (see Manual handling at work - HSE ☐ ☐
General ☐	**Lack of first aid for any injured person** ☐ ☐	☐ First aiders in attendance in accordance with the following criteria–*Numbers as per event plan* ☐ ☐
General☐	**Access/ egress** Risk of injury at public entrance / exit Emergency access ☐ ☐	☐ Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable marshals where appropriate Catering outlets must be located away from entry or exit points ☐ Procedure in place for emergency evacuation as per event plan ☐ ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
General☐	**Adverse weather** Wind/ lightning /sun / heat/cold, snow flooding Risks specific to your event ☐ ☐	☐ Monitor weather and cancel/postpone/reduce/rearrange event depending on forecast and conditions on day ☐ Summer events: Staff and public are advised to wear suitable clothing for the conditions and bring sunscreen (water will be available) ☐ Winter events: Staff and public are advised to wear warm and waterproof clothing and suitable footwear for conditions ☐ ☐
General☐	**High noise levels/** machinery .ampified music ☐ ☐	☐ Limit access to noisy equipment: Detail how…… ☐ Monitor noise- Maximum levels for audience at…… for staff at …… ☐ Staff and vulnerable participants provided with hearing protection ☐ ☐
General ☐	**Crowd intensity & pinch points** ☐ ☐	☐ Numbers allowed on site strictly monitored ☐ Have sufficient stewards to manage crowds and queues. ☐ Entrances and exits wide enough to accommodate numbers safely ☐ Potential points have been identified and the following additional measures are in place …… ☐ ☐
General ☐	**Vehicles**: Risk of being run over by traffic on site and off., risks of contact injuries., falling off vehicles ☐ ☐	☐ Volunteers wearing hi vis clothing where appropriate, ☐ Those managing traffic or driving should be aware of blind spots, not work alone and supervise any children. ☐ Volunteers drivers should ensure their vehicles are roadworthy and that they comply with legal requirements including ensuring all passengers are transported legally. ☐ Volunteers drivers should drive slowly (<5mph) when on site. ☐ Volunteers acting as traffic stewards for parking etc, must wear high-vis vest/jacket and have been briefed on safety plan for event. ☐ Children are supervised by a responsible adult. ☐ If having floats have you created a vehicle checklist for assessing suitability of floats prior to procession taking place. ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
Bonfires ☐	Fire Risk of fire Burns Smoke/ Toxic Fumes Explosions ☐ ☐	☐ The weather forecast will be monitored for wind strength and direction to determine if event goes ahead or location of crowd. ☐ The bonfire site will be located away from any combustible materials. ☐ The building of the bonfire shall be supervised by a responsible person to ensure no hazardous material are placed in the bonfire. ie no paint, tyres, rubber, furniture, gas cylinders, corrugated cardboard, fuel, bottles, batteries, aerosols, etc (this list is not exhaustive) ☐ The bonfire will be checked prior to being lit for any fly tipped hazardous/unsuitable material / animals. ☐ The bonfire will be lit (not with petrol) and supervised by a responsible adult for the duration of the event. ☐ The bonfire will be fenced/marked off a suitable distance from the public viewing area. ☐ There will be appropriate fire extinguishers available at the site to deal with any potential fires ☐ Marshals to call 999 in the event of any fire spreads or accident. ☐ Ensure all spectators have left site and bonfire poses no risk, before site is vacated. ☐ ☐
Fireworks ☐	**Live fireworks falling on spectators and buildings** Risks Burns ☐ ☐	☐ Fireworks acquired from reputable supplier – reduces risks of misfires etc ☐ Weather proofing and/or foil protection to minimise risk of accidental ignition ☐ Fireworks to be inspected for damage prior to set up Instruction from supplier ☐ Aim for following distances regarding firing, drop and safety zones, including consideration of weather conditions Firing Area 20mx50m, Safety area (between firing area & spectators) ≥ 25metres, drop zone ≥50m (downwind of spectators) x100m() ☐ Marshals to prevent spectator encroachment *–Numbers as per event plan* ☐ No personal fireworks on site ☐ Fire extinguishers, available when lighting fireworks ☐ ☐
Torchlight Processions ☐	**Burning Torches** Risk of burns material catching fire ☐ ☐	☐ Wooden handles and cardboard protectors on torches to prevent dripping wax from torches. ☐ Igniting instructions for torches followed. Controlled igniting of torches by procession coordinators at start of procession. ☐ Torches will be safely extinguished at end of procession and disposed of after use. ☐ Torch bearers identified, & allocated prior to event, excluding children. **Torch bearers safety briefed prior to receiving lit torch** ☐ Torch bearers to wear gloves to avoid dripping wax coming into contact with their hands. **Checked prior to receiving torch** ☐ Torch bearers to avoid wearing loose & flammable clothing materials such as nylon, fleece. **Checked prior to receiving torch** ☐ Torchbearers to maintain a minimum gap of 1 metre between flame and any person or material. ☐ Stewards in place to monitor separation distances & ensure public kept away from the flames/torches. *–Nos as per event plan* ☐ Buckets of water to be supplied throughout route for dousing flames immediately, if required. ☐ Cancellation of event due to adverse weather conditions. ☐ ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
Fireworks ☐	**Storage of fireworks etc.** Accidental ignition of fireworks ☐ ☐	☐ Ordered so delivery/collection is close to event ☐ Site and storage to be planned in accordance with suppliers/manufacturer's instructions including weather-proofing and foil protection ☐ ☐
Marquees etc. ☐	**Collapse etc. of Marquees/Tents/ Temporary Structures** -during set up and dismantling -during operation. ☐ ☐	☐ Supplied Structure -Structure erected by/under supervision of supplier and monitored by supplier throughout. ☐ Owned Structure -Nominated person in charge of assembly/disassembly. Structures only to be set up or dismantled by volunteers familiar with the structure and only done if there are adequate volunteers. ☐ All ropes/straps structures to be visibly checked for disrepair. ☐ Ensure adequate ropes & pegs for structure in accordance with manufacturers guidelines. ☐ Ensure volunteers etc. are positioned that they are not at risk from parts of structure that could potentially fall. ☐ Planned assembly/disassembly only to be done if forecasted wind gusts less than 20mph (use reputable forecast website) with final check prior to erection. ☐ Monitor wind speeds for duration that temporary structure is erected and consider taking down the structure if wind gusts forecasted approaching manufacturer's maximum for the structure. Structure only to be disassembled if safe to do so. Structure not to be used if forecasted wind speeds approaching manufacturer's maximum for the structure. (use of anemometer to check winds speeds) ☐ ☐
Marquees ☐ etc.	**Fire** Structure integrity Means of escape ☐ ☐	☐ Structure material is fireproof rated to British Standard requirements – BS 5438 and BS 7837 ☐ Structural material is in good condition and fire proofing intact/good ☐ Nominated person in charge of, and present in, the structure during the whole time the structure is open to the public. ☐ Additional competent persons on duty during the time that the public are in the structure/s (who have been instructed as to their responsibilities in the event of fire or other emergency). ☐ ☐
Vehicles ☐	**Vehicles**: Risk of being run over by traffic. Risk from vehicle. Risks of contact injuries., falling off vehicles ☐ ☐	☐ Volunteers should consider wearing hi vis clothing, be aware of blind corners, not work alone and supervise any children. ☐ Volunteers drivers should ensure their vehicles are roadworthy and that they comply with legal requirements including ensuring all passengers are transported legally. ☐ Volunteers drivers should drive slowly (<5mph) when on site) ☐ If children or adults are carried in trailers/floats at any point then the driver must ensure that: • the trailer is in good condition with all safety devices working; • there are suitable guard rails fitted around the trailer edges; • safe mounting and dismounting is arranged; • Children are supervised by a responsible adult. ☐ ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
Clean ups ☐	**Manual handling risks** - including include back strains. There is a lot of lifting and moving heavy items in and out of trailers/vehicles and skips. ☐ ☐	☐ Volunteers manually handling heavy items should be physically capable of lifting the item. This is an assessment that each volunteer should make about themselves. ☐ Volunteers must 'ask for help' if necessary and work should be shared to avoid over tiredness. ☐ Volunteers should wear gloves and other appropriate protection should be worn. ☐ Volunteers should assess loads before handling and minimise repetitive bending wherever possible and ensure they take regular breaks. ☐ Volunteers should ensure that they follow recognised manual handling training/techniques (see https://www.hse.gov.uk/msd/manual-handling/index.htm) ☐ ☐
Clean ups ☐	Physical or chemical injury Various type of material being collected ☐ ☐	☐ Volunteers should ensure they bring adequate protective clothing as appropriate. i.e. gloves, safety boots, eye protection , suitable clothing for the forecasted weather ☐ Litter picking grabs should be used for small items. ☐ Volunteers should check that material is safe to lift/collect and pay particular attention to lifting bags at potential risk of bursting. householders notified of what will be collected – no hazardous goods. ☐ ☐

Fun/ Run ☐	**Slips, trips & falls** E.g. Injuries arising from slips, trips & falls from uneven ground or obstructions & debris in access /egress routes & pedestrian areas ☐ ☐	☐ A pre-route inspection will be carried out to ensure that it is suitable for the event with marshalling provided at any highlighted areas.he event and significant risks will be addressed prior to event proceeding ☐ Adequate lighting in place. ☐ Emergency routes to be of adequate width and kept clear at all times. ☐ Any uneven or damaged surfaces must be appropriately highlighted ☐ Slippery surfaces (including ice) will be identified and rectified. ☐ Public and volunteers advised to wear footwear suitable for the event. ☐ ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐

	Risk Assessment for:	
☐	**What are the hazards?**	**What measure we have in place to control the risks (to members of the public and volunteers)** ☐tick if applicable and add you own items
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Event Specific ☐	**Hazards:** ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐