

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:

- Slipping/tripping hazards (e.g. trailing cables)
- Emergencies (e.g. power failure, disorder, access/egress)
- Crowd management (e.g. over-crowding)
- Extreme weather conditions (e.g. heat, cold, rain)
- Hazardous substances (e.g. petrol, needles, fireworks)
- Moving parts of machinery (e.g. fun fair)
- Work at height (e.g. from temporary structures, ladders)
- Vehicles (e.g. forklift trucks, mix of vehicles and pedestrians)
- Electricity (e.g. use of generators, earthing, temporary overhead/underground cables)
- Noise (e.g. employees and audience sound levels)
- Lost children
- LPG
- Lighting
- Fire
- First aid
- Toilets and water
- Temporary structures and barriers
- Cash handling
- Manual handling
- Rubbish/litter

STEP 3: Who may be harmed by the hazards?

List groups of people who may be affected by the hazard

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

STEP 4: What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?

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?

Have you provided for your employees:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place (you may refer to procedures, etc.)

Examples: traffic control, use of lighting, provision of stewards, provision of lost children facility

STEP 5: What additional precautions do you need to either eliminate the risks or reduce the risk?

Where the risk is not adequately controlled, indicate what more you need to do in this section (an 'action' list)

Examples: use suitable barriers, make hazards clearly visible, use of safety equipment if appropriate, ensure stewards are clearly identifiable.

OTHER NOTES

- You must have adequate Public Liability Insurance for your event
- Please enclose a copy of the current insurance certificate(s) with your risk assessment

FURTHER HELP AND ADVICE

- The following publications and leaflets (current versions) give practical guidance to help with risk assessments and managing health, safety and welfare at events.
- They can be obtained from www.hsebooks.co.uk or Tel: 01787 881 165
 - Five Steps to Risk Assessment INDG163
 - Electrical safety for Entertainers INDG247
 - The Event Safety Guide HSG195
 - Managing Crowds Safely – HSG154
 - Bouncy Castle – Information for Hirers
- If you need any extra help regarding health and safety advice for any event associated with your application Bristol City Council's Public Health and Safety Team may be able to advise you.

Email: health_safety@bristol-city.gov.uk

Tel: 0117 922 2144

