

Task/Operation:	Events Generic Risk Assessment		
Group(s) affected:	Staff, Volunteers, Contractors, Members of the public		
Person(s) undertaking assessment:	Richard Bonner	Date:	12.04.2005
Employee(s) consulted:	Andrew Laxton		
Union Safety Rep(s) consulted:			

Reviews			
Next Review Required	Date actually reviewed	Changes Required? (Yes/No)	Assessor Signature
12.04.06	20.10.05	No	RTT
20.10.2006			

Hazard	Resultant effect(s)	Before control			State control measures and person responsible to action each one	After control		
		L	S	R		L	S	R
Problems with the entry and exit to car park and car park circulation on site.	Vehicle collisions and accidents with pedestrians. Risk of serious injury or death.	2	3	6	Event organiser to plan car park design, entry and exit in conjunction with the police. Car park to be laid out, sign posted and marshalled with trained staff and volunteers, all wearing high visibility tabards/jackets.	1	3	3
Problems with the operation of exhibitions, activities, displays and rides.	Slips, trips falls, trapped limbs, thrown clear and crush injuries etc. Risk of serious injury or death.	2	3	6	Event organiser to undertake individual risk assessments for each, activity, exhibition, display or ride. Ensure each complies with relevant legislation. Contractors to have evidence of compliance with legislation/ standards and insurance. Site to be laid out with sufficient clearance, safety zones etc. All exhibitions, activities, displays and rides to be adequately staffed and marshalled by contractors, trained staff and volunteers.	1	3	3

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Problems with the operation of refreshment and catering facilities.	Poor hygiene, food storage, preparation, cooking and handling. Risk of serious illness or death.	2	3	6	Event organiser to check with the relevant environmental health authority each contractor is registered with. References etc to be taken up and checked. Inspection of all catering contractors to arranged with local environmental health officer prior to event.	1	3	3
Problems with crowd management and supervision.	Crowd disorder, panic or surges. Risk of trampling and crushes resulting in serious injury or death.	2	3	6	Realistic assessment of likely numbers to be made prior to event by event organiser. Exhibitions, activities and displays to be organised to minimise risk of crushes etc. Clear exit zones to be planned. Sufficient trained staff/volunteers acting as marshals to be available and to be familiar with the event emergency plan. Efficient communication system to be in operation between marshals and event control. Emergency plan for dealing with major incidents and problems to be prepared by event organiser.	1	3	3
Fire risk in marquees, exhibitions, rides and activities.	Asphyxiation and burns resulting in serious injury or death.	2	3	6	Individual fire risk assessments to be undertaken for each element of the event. Marquees to have clearly marked exits and basic fire fighting equipment. Certificates of conformity with regulations to be obtained from contractors prior to the event with regard to marquees, equipment rides etc. Emergency plan for the event dealing with fire to be prepared by the event organiser.	1	3	3
Problems with emergency vehicle access to site	Difficulty in attending fires, medical emergencies, serious incidents. Risk of serious injury or death.	3	3	9	Clearly laid out emergency vehicle access lanes and exits to be agreed at the planning stage with the emergency services. During the event these are to be marshalled and kept clear by trained staff/volunteers marshalling the event.	1	3	3

Hazard	Resultant effect(s)	Before control			State control measures and person responsible to action each one	After control		
		L	S	R		L	S	R
Insufficient first aid cover for event	Insufficient first aider's to deal with potential casualties. Risk of serious medical emergencies and death.	2	3	6	Realistic assessment of the potential number attending to be made and first aid provision planned accordingly by event organiser. First aid points and first aider's to be clearly identified during the event and included in the communications network.	1	3	3
Severe weather conditions	Extreme heat, cold, rain lightning etc. Risk of serious injuries or death.	3	3	9	Risk assessment to be made by the event organiser and the event co-ordinator over whether to hold the event or to continue with it in severe weather conditions.	1	3	3
Lack of public address system and poor communication system between marshals	Insufficient control over crowd and marshals during event. Risk of serious injury or death.	2	3	6	Event organiser to plan event communications between the event co-ordinator and crowd and between the marshals. All marshals to be trained in the use of the communications system and procedures. Event to be managed from a single control point which is the central communications point.	1	3	3
Major emergency incident	Fire, bomb explosion, etc Risk of serious injury or death.	2	3	6	Event organiser to prepare an emergency plan for the event in liaison with DCC emergency planning and the emergency services for large events or a risk assessment of any possible emergencies for a small event. Event co-ordinator, key staff and marshals to be briefed on the plan/risk assessment and the actions to be taken in case of emergency.	1	3	3

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Failure to provide sufficient welfare facilities	Pressure on provided facilities, failure of facilities leading to pollution incidents and attendant health risks	3	2	6	Realistic assessment of the likely numbers attending the event to be made by the event organiser. Where mains sewerage is not available the contractor providing toilet units etc will need to provide maintenance services for the duration of the event.	1	2	2
Failure of electrical services	Risk of fire, electric shock and death	3	3	9	Electrical installation and set up to be completed by competent, certificated contractors. System to be tested prior to use and a certificate of conformity to be provided. Electrical failures and problems during the event to be dealt with by trained electricians only	1	3	3