|  |  |  |  |
| --- | --- | --- | --- |
| **Event Title:**  |  | **Location of Event:** |  |
| **Event Organiser:** |  | **Date(s) and Times of Event:** |  |
| **Event Assessor:** |  | **Who might be harmed?** | **Employees; members of the public; traders; contractors; emergency services; visitors** |

**Pre-Inspection Checklist to be used to put an X against hazards recognised on the day or before**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **What are the existing controls?** | **What further controls are required?** | **Action by whom?** | **Action by when?** | **Pre-Inspection checklist** |
| Lack of clear management of safety | Public Liability Insurance required.Safety management system in place. | Stewards briefed before event (not to direct traffic) | Event Organiser  | Before event |[ ]
| Road/Path/Pavement Surfaces/Potholes | Pre-inspection well before of area so potholes can be repaired or marked.Restrict poppies being tied to lamppost. | Stewards to be informed | Event Organiser  | Eve of event |[ ]
| Restricted access /egress | Pre-inspection before event opens.Volunteers in place with hi-vis.Fire routes maintained during event.Stewards/Volunteers to have Hi-Vis.Road Closure Points to be manned.Police attendance if possible.Security attendance if possible.  | Participants to be advised of safety measures before setting off.Leaflet drop to businesses 2 weeks before event | Event Organiser  | Eve of event |[ ]
| Walking to venue | Highways informed.Road Closure.Stewards wear Hi Vis | Briefing session before event | Event Organiser  | Before event |[ ]
| Adverse weather conditions | Windy, icy or snowy conditions assessed well before start, as cancellation may be required, Met Office check.Appropriate clothing for weather conditions and suitable Hi Vis where required.  | Event organiser to brief participants | Event Organiser | Before event |[ ]
| Alcohol Consumption | Alcohol secured areas must be licensed by ADC.Avoid alcohol consumption.  | Event organiser to brief participants | Event Organiser | Before event |[ ]
| Trailing cables  | All site trailing cables are sheafed or put in armoured cable trays. |  | Event Organiser | Before event |[ ]
| Power Failure | Backup generators in place.Emergency lighting available if required. |  | Event Organiser / or Contractor | During event |[ ]
| Anti-social behaviour | Contact Police if anti-social activity is happening on site (for engagement).Group response if required via mobile phones or radios. |  | Event Organiser / orIndividuals |  |[ ]
| Stages / lighting | Competent stage erectors used to setup and take down stage.Lighting controlled via engineer. |  | Company / Contractor |  |[ ]
| Fireworks setup | Planned and controlled via pyrotechnics personnel.Areas cordoned off well in advance of start time.Risk assessments, safe operating procedures applied for in advance for checking, and co-ordination purposes. |  | Company / Contractor |  |[ ]
| Sharps / Needles  | Area sweep before and after event.Only trained personnel to dispose of needles.Council will do a sweep also after the event. |  | Council / or Volunteers |  |[ ]
| Funfair Rides spacing & setup | Ensure operators have:-Risk assessments;Safe systems of working;DOCS – Declaration of Conformity Sheet;Organiser’s Manual;3.1 meters spacing between stalls and rides for fire route access;All rides have sufficient skirting around rides and stalls to hide dangerous areas.  |  | Fairground Operator / Event Organiser /Operators |  |[ ]
| Use of Petrol | Petrol controlled to 5 litres cans with funnels and stored in a coshh safe storage container with pictorial symbols.  |  | Individuals |  |[ ]
| Marquee(s) spacing and setup | Erected only by competent trained persons.Staff trained in use of diesel generators.Staff trained in fire evacuation techniquesSeparate licensed alcohol tent only for 18+ persons, applied for Licence.Signs inside and out.Areas checked for; live electrical wires, water pipes and sewage pipes via council officers. Tent or marquee |  | Company / Contractor |  |[ ]
| Pedestrians | Pedestrian routes sign posted.Positioned ticket or entrance fee entrance. |  | Stewards |  |[ ]
| Vehicles | Car parking outside the event in own area.Disabled bays available near to the entrance. Traffic Management in place |  | Stewards |  |[ ]
| Electricals | Pat testing completed.Certificates available for fixed areas e.g. café, visitors centreGenerator(s) barriers |  | All |  |[ ]
| Lost Children + Vulnerable adults | Lost children station in operation during event by DBS applied staff.Sited near to First Aid Post.ID and recognition checks to be completed before handover of child. |  | Event Organiser |  |[ ]
| Fire provisions | Site Map to be provided before event to include – access routes for emergency services, first aid post, fire hydrant connections.Fire extinguishers to be sited all around the site and ride operatives to know the nearest available to them.  |  | Event OrganiserAll |  |[ ]
| First Aid | First aid PostTrained First Aiders. Paramedic. |  | Event Organiser |  |[ ]
| Welfare Facilities | Toilet Blocks available.Portable Toilets available if required.Drinking water available.First Aid Box available.First Aid Post available. |  | Event Organiser |  |[ ]
| Rubbish / Litter | Pre-inspection before setup.Post event check and disposal arrangements. Council to litter pick after event. |  | Council / Event Organiser |  |[ ]
| Dangerous areas | Dangerous areas cordoned off.Sports area cordoned off.Animal areas cordoned off and supplies of water made available. |  | Event Organiser |  |[ ]
| Catering Van / Stalls | Certificates checks to be completed before operation.Disposal of chemicals and oils via own approved system.Stalls to be setup with 3.1 fire access routes available to emergency services.  |  | Event Organiser / Individuals |  |[ ]
| Overhead power lines | All event organisers to ensure there are no power lines in the vicinity of rides over 4 meters. |  | All |  |[ ]
| Road Conditions + Road Closure | Barriers to be in place.Stewards, if needed, to support any traffic management infrastructure in place. Road closure application to be submitted at least 8 weeks before event to Highways. |  | Highways / Event Organiser / Stewards |  |[ ]

# EVENT RISK ASSESSMENT – GUIDANCE NOTES

This risk assessment template is a guide for event organisers to assist them to identifying hazards and suitable and sufficient control measures that they need to put in place before, during and after the event.

In order to help them through the process, a collection of hazards (not exhaustive) have been identified and suitable control measures given on the first page, along with further controls, action by whom and when will it be actioned. There is also an inspection checklist added that is a useful reminder to show that where you are, beforehand, on the day and after.

To ensure that this generic risk assessment is made specific to your event, you to evaluate whether the hazards are real or not applicable (delete them). Then you may identify other hazards (add them) and make sure appropriate control measures are provided for them. Ensure that the risk assessment is signed and dated which can be just your printed name and sent out via email.

**Below are the steps giving relevant information of the risk assessment process**

## 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 etc.;

**If an external company/organisation is providing a service/activity for your event, e.g. stage, food provision, you should ask for a copy of their risk assessment and Public Liability Insurance**

## 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 (e.g. found children or vulnerable adults)
* 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 are the existing controls already in place to either eliminate or reduce the risk of an accident happening?

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 and volunteers?

• 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