

**Barrow Borough Council**

**Event Risk Assessment Guidelines**

A risk assessment is an essential feature of planning any event. It identifies all the potential risks that may arise from holding an event and lists the steps event organisers will take to reduce or mitigate identified risks.

For every event a responsible person should carry out a suitable and sufficient risk assessment of safety, covering all aspects of the event applicable to contractors, public, performers/artists and participants.

The assessment should also cover any structures e.g. tents, stages, inflatables, static sites, routes or risks associated with the nature of the event.

The assessment should be carried out by a suitably competent person, preferably by someone involved in organising the event. If however, there is no-one who is competent, then an outside consultant, who is deemed to be competent, should be employed to undertake the risk assessment. A consultant may not take ownership of the findings and resultant remedial work identified by the assessment, as this is still the responsibility of the responsible person within the organisation.

When undertaking the assessment, the organisation should adhere to any statutory requirements applicable to the event.

This risk assessment document should only be used as a guide to assist you in the process of carrying out the risk assessment, relating to the safety of your event, and must remain dynamic, not static.

Once completed, the risk assessment document should be forwarded to Barrow Safety Advisory Group along with any relevant documentation, including a valid copy of your public liability insurance certificate (minimum £5,000,000).

The risk assessment must be conducted in a practical and systematic way to identify the significant hazards and safety deficiencies at the event. It is not solely a desktop exercise and dependent upon the size and nature of the event, you may find it useful to include a plan of the area identifying the hazards.

When carrying out the risk assessment, you should identify the hazards, identify who are the persons at risk and how they are exposed to the risk, identify any existing control measures, complete an initial risk raking based on the likelihood and severity of the risk occurring, identify if any additional control measures are available / required, calculate the risk rating after any additional controls have been implemented and actions required to minimise the risk from each hazard.

**The Five Steps in Carrying Out a Risk Assessment**

* **Step 1 - Hazard Identification**

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause hard. The following should be taken into account:

* + Any slipping, tripping or falling hazards
  + Hazards relating to fire risks or fire evacuation procedures.
  + Any chemicals or other substances hazardous to health e.g. dust or fumes.
  + Moving parts of machinery.
  + Any vehicles / generators / fuel sources on site.
  + Electrical safety e.g. use of any portable electrical appliances.
  + Manual handling activities.
  + High noise levels.
  + Poor or excessive lighting, heading or ventilation.
  + Any possible risk from specific demonstrations or activities.
  + Using public roads, vehicle movement, traffic, car-parking etc.
  + Crowd control, capacity, intensity, access, egress and pinch points.
  + The effect of crowd excitement arising from the activities or emergency evacuation.
  + Weather, temperature, or other seasonal effects.
  + Alcohol / Drugs
  + Structures and loadings, marquees / tents suitability, inflatable equipment etc.
  + Use of or access to animals as part of the event.
  + Any other activity specific to that event which could pose a hazard.

This list is by no means exhaustive, and care should be taken to identify any other hazards associated with the activities at the event.

* **Step 2 - Identify those at risk.**

For each hazard identified, list the groups of people who may be affected and how they might be harmed. The following groups of people should be taken into account:

* + Stewards / marshals
  + Event participants
  + Employees / volunteers
  + Contractors
  + Vendors, exhibitors and performers
  + Members of the public / spectators
  + Disabled persons
  + Children and elderly persons
  + Vulnerable people
  + Potential trespassers
  + New and expectant mothers
  + Local residents
* **Step 3 - Assessing the Risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken. The risk is both the likelihood of a hazardous event occurring and the severity of the impact should it occur. Management of risk is unique to each event, using control measures to reduce the risk to acceptable levels.

To help identify the most significant risks, it can be useful to quantify them using numerical values to quantify the likelihood of occurrence and severity of harm using the following procedure.

For each hazard, note down the severity number and the likelihood number using the descriptions provided in the table below:

| **Value** | **Likelihood (L)** | **Severity (S)** |
| --- | --- | --- |
| 1 | **Rare**  Event will occur in exceptional circumstances | **Insignificant**  First aid injury or illness |
| 2 | **Unlikely**  Event could occur at some time | **Minor**  Minor injury or illness or environmental incident |
| 3 | **Possible**  Event should occur at some time | **Moderate**  7 day injury or illness or environmental incident reportable to client |
| 4 | **Probable**  Event will probably occur | **Major**  Major reportable injury or illness or reportable environmental incident |
| 5 | **Almost Certain**  Event will occur in most circumstances | **Critical**  Fatality or full scale environmental incident |

**Likelihood and Severity Scores**

* The risk factor is established using the risk assessment matrix below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Likelihood Rating** | | | | |
|  |  | **1**  **Rare** | **2**  **Unlikely** | **3**  **Possible** | **4**  **Probable** | **5**  **Almost Certain** |
| **Severity Rating** | **1**  **Insignificant** | Low | Low | Low | Medium | Medium |
| **2**  **Minor** | Low | Low | Medium | Medium | Medium |
| **3**  **Moderate** | Low | Medium | Medium | Medium | High |
| **4**  **Major** | Medium | Medium | Medium | High | High |
| **5**  **Critical** | Medium | Medium | High | High | High |

**Risk Assessment Matrix**

This initial risk calculation will determine the residual risk. This will determine whether the control measures in place are sufficient or if further risk reduction is required. The following table can be used as a guide to determine whether additional control measures are required.

|  |  |
| --- | --- |
| **Residual Risk** | **Action** |
| **Low** | No further improvements are necessary providing control measures are in place and maintained. Continuous improvements should be sought during periodic reviews. |
| **Medium** | Although risk is tolerable when control measures have been identified and implemented, further risk reduction measures are required. |
| **High** | Further risk reduction measures MUST be undertaken. |

**Residual Risk Evaluation**

* The risk evaluation can be used to determine whether the existing control measures are adequate to remove, reduce or control the risk. The following should be taken into account:
  + Any information, instruction and training regarding the event and the activities involved.
  + Compliance with legislative standards, codes of good practice and British Standards.
  + Whether or not the existing controls have reduced the risk as far as is reasonably practicable.
* If a residual risk remains, further risk reduction measures should be undertaken. When implementing additional control measures, you should consider whether or not the risk can be eliminated entirely. If not, you should implement additional control measures until an acceptable level of risk remains. The use of PPE is considered a last resort if there are no other control measures available. You could consider:
  + Removing the hazard altogether
  + Replacing the hazard with a safer alternative
  + Implement control measures to reduce the risk to LOW.
  + Separate the hazard from the groups at risk of harm.
  + Consider the use of personal protective equipment as a last resort.
  + Training
* **Step 4 - Record the findings and any actions taken / required.**

It is important to document the risk assessment process. This should record all significant hazards, the nature and extent of the risks, and the action required to control them. An event risk assessment template is available to download.

| **Hazard** | **Persons At Risk and How** | **Existing Control Measures** | **Initial Risk Evaluation** | | | **Additional Control Measures** | **Risk Evaluation after controls** | | | **Action Details** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **RF** | **L** | **S** | **RF** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Event Risk Assessment Template**

Where this risk assessment has identified significant risks that can’t be mitigated through control measures, you must disclose this information to those affected, explaining the nature of the risk and the control measures to be implemented.

* **Step 5 – Review and update the risk assessment as necessary.**

Risks are never static and should be continually reviewed and updated to reflect any changes made during the planning of the event. It is vital to record any accidents, incidents or near misses and review the risk assessment at this point to verify its validity or make changes to prevent reoccurrence.

For annual events, consider the impact of any changes to the site layout, increases in attendance and personnel changes on hazards and their control measures. Furthermore, annual reviews should consider whether there have been any changes to legislation or guidance that impact the event.

**Useful Definitions**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Hazard | Something that has the potential to cause harm |
| Risk | The likelihood that a hazard will cause harm in combination with the severity of injury, damage or loss that may occur |
| Risk Assessment | The formalised process of identifying hazards, evaluating risk and identifying ways to eliminate or control the risk to an acceptable level. |
| Control Measures | Measures implemented to either eliminate hazards or reduce risk to an acceptable level. |
| PPE | Personal Protective Equipment  Equipment or clothing that is used by a worked to protect from risks to their personal health or safety. |
| Residual Risk | The risk that remains AFTER control measures have been implemented. |