**EVENT GENERAL RISK ASSESSMENT**

This is an example of a risk assessment for a two day community sports festival held in a park for up to 3000 people at any one time. This information can be used as a guide.

DATE OF INITIAL RISK ASSESSMENT:

VERSION:

ASSESSOR:

SIGNED:

|  | SUBJECT | HAZARD & EFFECT | PEOPLE AT RISK | LIKELIHOOD RATING | SEVERITY RATING | RISK RATING | CONTROL MEASURES | IS RISK ADEQUATELY CONTROLLED? | FURTHER CONTROL MEASURES |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Organising an event in nameless park, nameless town | Various hazards associated with organising a free, open access outdoor event on public land | All staff, volunteers, members of public passing by or attending |  |  |  | The event is planned in accordance with all appropriate health and safety legislation and the organisers recognise their legal duties regarding the safe and successful management of the event.  | This risk is not rated, it is a statement to recognise that Nameless organisation will use a suitable and sufficient assessment of risk for this event and will employ competent people to manage the event. | Nameless organisation recognises its responsibilities as landlord of the site and therefore maintenance of the surrounding area. They have a duty to provide suitable and sufficient information to the Site Manager/Principal Contractor regarding the land being used for this event and to highlight any potential hazards. |
| 2 | Vehicle Access to site | Conflict with vehicles and visitors to site | All staff, volunteers, members of public passing by or attending | 3 | 3 | 9 | All vehicles needing to access site will inform the Site Manager or responsible person for the event site ahead of arrival. Each vehicle will use hazard lights, stick to 5MPH and have banks people in hi vis clothing. Vehicle access to be restricted to before 30 mins before event opens and then at least 30 mins after event closes each day. | Yes | Rules will be put in place to control deliveries to site and emergency vehicle access at all times.  |
| 3 | Lost Children | Lost child during event opening hours | Young aged children and parents | 3 | 2 | 6 | All staff aware of lost child policy. There will be a designated lost child point at the Information marquee on site | Yes | Stage PA to be used to give out messaging to parents about being aware of where their children are at all times. |
| 4 | Public Order issues due to alcohol or drug use | Over consumption of alcohol/drugs leading to aggressive or troublesome behaviour  | All staff, volunteers, members of public passing by or attending | 4 | 2 | 8 | Stewards & Security on site at all times to monitor behaviour of crowd on site. Emergency Services to be called if problem occurs outside of event site or additional help is required. No glass allowed on site, Challenge 25 policy in place and a strict No Drugs policy on site. Medical team trained to work with drug incidences.  | Yes | Bar Manager will be responsible for sensible bar sales and no extra strength options. Stewarding plan in place. Bar Manager made aware of licensing objectives. Police to advise on known drug offenders or street drinkers in the immediate area.  |
| 5 | Public disorder within site | Violence or aggravated behaviour breaks out on site during event hours | All staff, volunteers, members of public passing by or attending | 3 | 3 | 6 | Suitable and sufficient numbers of competent stewards & security on site monitoring visitor behaviour. Ensure event ambience remains friendly by selecting suitable background music and creating friendly competition  | Yes | This event is family focused, with content of event being aimed at a demographic who shouldn’t cause trouble. Bar to not serve anyone who is clearly under the influence.  |
| 6 | On site overcrowding | Site capacity is breached causing congestion and potential crushing injuries | All staff, volunteers, members of public passing by or attending | 2 | 4 | 8 | The event space is extremely large, having a capacity much larger than the anticipated visitor numbers each day. Crowd density will be monitored at all times and site design will prevent pinch points occurring. Track programme built to create steady flow of visitors to event. Audience will self manage as no seating is being provided.  | Yes | If Saturday has crowd management issues, additional stewards can be contracted for Sunday.  |
| 7 | Crowd surge at bar/catering areas or stage | Unexpected large crowd numbers go to be served food and drink at same time, creating crush. Unexpected large crowd numbers in front of stage. | All staff, volunteers, members of public passing by or attending | 2 | 4 | 8 | Concession staff to monitor crowd numbers and request security presence if necessary. Crowds to be directed to alternative sources of food and drinkStage music programme will be local bands who won't have a large crowd appeal. | Yes | There will be more than adequate catering facilities both on and off site. Event location is surrounded by food and drink outlets. People will not have to queue for long.People can also bring their own picnics. |
| 8 | Adverse weather conditions | Unstable conditions underfoot due to prolonged rain. Need for people to take shelter quickly.  | All staff, volunteers, members of public passing by or attending | 2 | 2 | 4 | Show stop procedure in place for occurrence of dangerous electrical storm. Weather forecast to be monitored daily. There are no temporary structures on site for shelter so crowd will naturally move away from site in heavy rain. In light rain, monitor for slips, trips and falls on wet grass. | Yes | Event to be cancelled if weather is too bad/dangerous to continue. In event of grassed areas becoming hazardous due to rain, barriers can be sourced to cordon off areas or put hay down to reduce risk.  |
| 9 | High Winds | Strong winds causing temporary structures to move or collapse and possible tree or building damage | All staff, volunteers, members of public passing by or attending | 2 | 4 | 8 | Weather forecast monitored daily. All temporary structures will be suitably and sufficiently tethered down using weights or water. They can be removed quickly if necessary.  | Yes | Council and Event Manager to meet on site each morning to determine if wind is a risk factor.  |
| 10 | Acts of Terrorism | Suspected explosive device or suspicious package within event site. Suspicious person reported. Cause of panic or distress | All staff, volunteers, members of public passing by or attending | 2 | 5 | 10 | Liaise with police and government website regarding level of threat. All suspicious packages will be reported to event manager and dealt with as per emergency procedures.Site will be checked each evening and morning after closing and before opening.  | Yes | Risk assessment will be updated if threat level to this event changes. Police to inform.Event may be cancelled if required by police. Council to advise.  |
| 11 | Major Incident | Panic and crowd confusion in the event of a major incident on site or in nameless town centre | All staff, volunteers, members of public passing by or attending | 3 | 5 | 15 | There is an agreed evacuation procedure which is approved by all emergency services via SAG. This plan to be distributed to everyone involved in event and on site. PA System to be used if necessary. Event is not fenced and the site can be evacuated in all directions. | Yes | Major Incident Plan is in place to prevent this hazard occurring. All staff to be made aware of this plan ahead of the event opening.  |
| 12 | Cuts and grazes | Injury from glass or sharp objects | All staff, volunteers, members of public passing by or attending | 3 | 2 | 6 | The event site is a no glass site as per licence conditions. First aid is on site to tend to minor injuries and will be reported in a log book. There will be no sharp objects as part of the event site. If injury occurs, site will be amended as necessary | Yes | Site to be monitored for glass and people with glass vessels to be asked to throw away or leave site. Security to assist.  |
| 13 | Trips, slips and falls | Tripping, falling or slipping caused by site infrastructure, cables, uneven ground, low lighting | All staff, volunteers, members of public passing by or attending | 2 | 2 | 4 | A pre event site inspection will be carried out, checking for hazards. Site designed so that no trailing cables are on site or accessible to public. Cable matting will be used where necessary. Overhead cables will be at a safe and suitably sufficient height. Street lighting is sufficient to prevent trips. Concession units will be monitored for hazards. Any hazards spotted by security to be reported to the Site Manager | Yes | Event Organiser to check the event site and surrounding access routes and make repairs where necessary to avoid trips, slips and falls.  |
| 14 | Emergency Routes | Blue route to site blocked  | All staff, volunteers, members of public passing by or attending | 1 | 5 | 5 | The site is self contained and there is no infrastructure planned to be in place at any of the entrances to be used by emergency services as a blue route.  | Yes | Emergency Services to agree blue route at SAG |
| 15 | Vehicles on site | Vehicles moving on site during event hours. Risk of collision | All staff, volunteers, members of public passing by or attending | 2 | 4 | 8 | Vehicle movements only allowed outside of event opening hours. Site Manager will supervise this and liaise with all people on site who have vehicles parked. | Yes | Traders will be asked to park vehicles off site during event hours. Emergency vehicles will be accompanied onto site by banks people if required. |
| 16 | Failure of power supply/generators | Lack of power to site resulting from equipment failure or faulty equipment. Electric shock possible | All staff, volunteers, members of public passing by or attending | 2 | 5 | 10 | A qualified electrician is employed to carry out the distribution and be available for any problems. No power sources will be accessible to members of public, only those who are qualified or able to deal with issues. All mains outlets should be protected with a 30mA, RCD trip in public and working areas. All equipment should be PAT tested. Generators on site must be silent running and diesel and kept contained away from the public. No filling on site | Yes | In event of major power loss, event will have to be cancelled. No back up generators will be available. Electrician on site will ensure that all equipment is tested and signed off before event opens.  |
| 17 | Hazardous Substances | Hazardous substances could cause sickness if not managed correctly | All staff, volunteers, members of public passing by or attending | 1 | 3 | 3 | Ensure staff using hazardous substances are trained in their handling and are using protective equipment such as gloves. The delivery, storage, use and disposal of all hazardous substances to conform with COSHH regulations. Minimise these substances on site.  | Yes | Site Manager to check which hazardous substances are on site and ensure that all COSHH regs are being adhered to. Concessions to be checked.  |
| 18 | Noise | Excessive noise from PA System causing harm | All staff, volunteers, members of public passing by or attending | 1 | 3 | 3 | The PA levels will be kept at an ambient level, loud enough for the immediate audience surrounding the track to hear but not loud enough to cause harm to anyone on site. There is no need for ear defenders at this event. Sound from the music stage will be monitored by Site Manager but intended acts are all acoustic.  | Yes | No further action required |
| 19 | Extreme weather - sunshine/heat | UV damage or heat stroke caused by extreme sunshine and high temperatures | All staff, volunteers, members of public passing by or attending | 3 | 2 | 6 | .Drinking water will always be available on site. First aiders are on site to attend to possible heat stroke. Messages regarding slip slap slop can be given out via PA.  | Yes |  |
| 21 | Waste disposal | Build up of event waste causing disruption and fire hazards | All staff, volunteers, members of public passing by or attending | 2 | 1 | 2 | Additional bins are being provided. Event staff will monitor the site and keep it clean and clear of waste at all times. No waste will be kept on site overnight bother than in fire retardant vessels.  | Yes | Local council Waste Services aware of event  |
| 22 | Welfare facilities | Not enough toilet or baby changing facilities on site. Members of public urinating on site | All staff, volunteers, members of public passing by or attending | 2 | 1 | 2 | Additional toilets are being provided on site, to supplement the public conveniences | Yes |  |
| 23 | Disabled persons | People needing longer or assistance to evacuate the site | All staff, volunteers, members of public passing by or attending | 3 | 2 | 6 | The site is full accessible and open with no restrictions to the disabled  | Yes |  |
| 24 | Accidents | Any minor incidents that will need to be dealt with on site | All staff, volunteers, members of public passing by or attending | 3 | 3 | 9 | First aid provision on site at all times, in accordance with HSE Guidelines. First Aid Point will be known by all staff and will be clearly visible for visitors | Yes | An emergency call to 999 will be made if accident is of a severe nature that can't be treated fully on site. First aid is in place for both the velodrome and the general event.  |
| 25 | Manual Handling | Back injuries, strains | Event staff and volunteers | 3 | 3 | 9 | Staff made aware of risks. Job specific risk assessments provided by contractors on site. PPE provided where required. Competent staff will be used | Yes | Staff to be monitored by Site Manager  |
| 26 | Event Infrastructure overnight | Stolen goods, unauthorised access to equipment and structures | Public | 3 | 2 | 6 | Overnight security is in place throughout event. Valuable equipment and items that could be damaged or stolen will be removed from site. | Yes | This risk will be monitored and amended as necessary |
| 27 | Communication failure | Unable to relay messages to event visitors or between event staff | All staff, volunteers, members of public passing by or attending | 3 | 2 | 6 | Event personnel will use mobile phones. There is an adequate PA system on site. The event isn’t large enough to require a back up system. | Yes |  |