



Risk Assessment Guidance for Events

East Cambridgeshire District Council has a duty to ensure the safety of people using their land under the Health & Safety at Work etc Act (1974).

Please use the template to provide details of all activities taking place at your event that might pose a hazard or risk and what you plan to do about them to minimise the risks.

The following notes and generic risk assessment example may help you to identify the hazards and risks. A common-sense approach is best. Further information can be found on the [HSE Website](#).

Identify the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm.

<ul style="list-style-type: none"> • Fireworks • Bouncy castles • Machinery • Fuel, chemicals, generators • Electrical equipment • Fire 	<ul style="list-style-type: none"> • Accidents including tripping & falling • Vehicles and structures • People including crowd control • Activities • Lighting, heating, ventilation • Noise
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Who is at risk and how might they be harmed

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

<ul style="list-style-type: none"> • Stewards • Employees • Contractors • Vendors, exhibitors and performers • Local residents 	<ul style="list-style-type: none"> • Members of the public • Disabled persons • Children & elderly persons • Potential trespassers • Expectant mothers
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Areas to consider

The following are examples of areas to consider:

<ul style="list-style-type: none"> • Type of event • Potential major incidents • Site hazards including car parking • Provision of emergency services • First aid, fire, event security • Cash collection • Amusements and attractions • Waste management • Food hygiene • Manual handling 	<ul style="list-style-type: none"> • Types of attendees (children, elderly, disabled) • Crowd control. capacity, access, egress, stewarding • Toilet facilities & welfare • Health & safety issues • Exhibitors and demonstrations • Temporary structures e.g. stage, gazebos • Animals • Working at height
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Control the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should consider what you will do to control the risks. The following should be considered:

<ul style="list-style-type: none">• Train staff• Implement procedures to reduce exposure to the hazard• Remove the hazard if it cannot be controlled• Get advice from HSE	<ul style="list-style-type: none">• Prevent access to the hazard e.g. use barriers• Use personal protective equipment• Understand and comply with legislative standards and guidance documents
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Record the risk assessment findings

Use the Risk Assessment Form below to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference. Give a copy of the form to the landowner (includes East Cambridgeshire District Council if using their parks/open spaces) and to everyone working at the event. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Example of a Generic Event Risk Assessment

This is an example of a risk assessment for a small music festival held on a park for up to a maximum of 400 attendees. Many of the hazards covered in this assessment will not affect smaller community events but the information can be used as a useful guide.

Event:		Assessment Date:	
Venue:		Completed by:	

What are the hazards?	Who might be harmed and how?	What are you doing already? (Control Measures)	What further action is necessary?	Action by who?	Action by when?	Done
Management of Safety and clear responsibilities e.g. poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.	<ul style="list-style-type: none"> Members of Public Employees Volunteers Contractors 	<p>Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. Further guidance can be found in the 'Event Safety Guide.'</p> <p>Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). If you hire equipment for the event from an outside body or organisation (e.g. inflatables) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.			
Slips, Trips and Falls	<ul style="list-style-type: none"> Workers and visitors risk serious injury if they slip or trip, even on the same level. 	<p>Floors in marquees and other structures laid by a competent person.</p> <p>Steps, changes in level and other tripping hazards fenced if not in use.</p> <p>Temporary lighting provided to walkways, toilets and general areas in use by the public after dark.</p> <p>Marquee pegs protected by foam and guy ropes etc highlighted in public areas.</p> <p>Good housekeeping – staff 'see it and sort it'.</p>	<p>Provide a temporary fence to the hazards and the lake.</p> <p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>			

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Physical Hazards present at site e.g. Drowning in river, falling down steep slope or rabbit hole.	<ul style="list-style-type: none"> Members of Public Employees Volunteers Contractors 	<p>Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.</p> <p>Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:</p> <ul style="list-style-type: none"> Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) Highway or roadside areas without vehicle segregation (fencing) Steep, slippery or unstable ground (including those with holes or excavations) 	Where possible, use barriers or hazard tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)			
Manual Handling Injuries.	<ul style="list-style-type: none"> Staff may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects. 	<p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p> <p>Aids to manual handling including fork lift truck and a range of heavy-duty sack truck and trolleys available for staff.</p>	Ensure new staff are shown how to use the manual handling aids.			
Weather Issues	Extremes of weather can cause injuries such as wind-blown debris to staff and public.	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc). Ensure there is an adequate supply of water to prevent dehydration.	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn).			
First Aid and Medical Emergencies	Workers and others could become seriously ill if no emergency first aid available.	<p>First aid for staff to be provided in accordance with Regulations.</p> <p>First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with:</p> <ul style="list-style-type: none"> Events health and safety (hse.gov.uk) The Purple Guide 	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.			
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or	<p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers.</p> <p>All generators, distribution boxes etc to be fenced and away from public.</p>	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.			

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	installation.	A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.				
Pedestrian/Vehicle conflict	Staff and public risk serious, possibly fatal, injuries if struck by a vehicle.	Segregation of public and vehicles, car parking stewarded and car park well lit. Signage and lighting provided to warn other road users of event.	Provision of hi-viz waistcoats for car parking stewards and ensure briefed before event.			
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.			
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children at the event.			
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance – available via Open Air Events and Venues and necessary action taken.	Fire stewards to check fire exits and keep exits clear during performances			
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day’s supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.			
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.	Ensure all documentation is received before event, suppliers are not allowed to set up unless this has been provided.			
Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).				

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Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2				
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with East Cambridgeshire District Council. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event.	Check with ECDC Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Officers to inspect food stalls.			
Contractors	Workers and public at risk through inadequate health and safety procedures leading to hazardous situations and potential injuries.	Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site.	Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.			
Crowd Management.	Staff and public risk injury through lack of adequate evacuation procedures leading to crushing risks or incidents of disorder.	Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. The Event Safety Guide states that for small events there should be at least two toilets. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system).	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.			

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