**Appendix 2- Outdoor Event Risk Assessment Guidance**

**Introduction**

A risk assessment should involve the identification of significant hazards arising out of the activities occurring as part of the event, including setting up the event, during the event and packing up after the event has ended.

A **hazard** is something with the potential to cause harm, for instance equipment, methods of work, the area or environment the event is taking place in and other aspects of the organisation of the event.

A **risk** is the likelihood of potential harm from that hazard being realised. The extent of the risk will depend on the **likelihood** of that harm occurring, the potential **severity** of that harm, i.e. of any resultant injury or illness and the number of people who might be affected by the hazard.

Risk assessments must be suitable and sufficient. You need to be able to show that:

* a proper check was made
* you asked who might be affected
* you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
* the precautions are reasonable, and the remaining risk is low.
* Keep the written record for future reference or use.

There are 5 stages to carrying out an effective risk assessment, these are outlined below. The following pages also include a template, which can be used to record findings from a risk assessment.

Further information on risk assessment is also available from the Health & Safety Executive (HSE) at <http://www.hse.gov.uk/simple-health-safety/risk/>

**Method**

Step 1

Identify the hazards and **what** could cause harm. Only note hazards that could result in *significant* harm. You might consider some of the following, though remember this list is by no means exhaustive so you should carefully consider your own event and what specific hazards will be present.

Vehicles Staging Structures

Catering Manual Handling

Crowds and noise Slips and trips

Amusements and attractions Waste Management

Electrical appliances Extreme Weather

Staging/structures Fire

Step 2

Decide **who** might be harmed and **how**. Consider staff or volunteers, contractors, participants, guests/attendees/visitors, passers-by, local residents etc.

Step 3

**Evaluate** the risks (the *likelihood* of the harm occurring, and the *severity* of the consequences). When evaluating the likelihood and severity of the harm, score from 1-4 according to the scale below and use this to calculate a Risk Rating Number (RRN) by multiplying the two together.

**Risk = Likelihood x Severity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Likelihood** |  |  |  | **Severity** |
|  | **1** | = | Highly unlikely |  | **1** | = | Negligible injuries not requiring treatment at hospital |
|  | **2** | = | Occasionally |  | **2** | = | Minor injuries ( to one or more persons ) requiring treatment at hospital  |
|  | **3** | = | Likely |  | **3** | = | Major injuries e.g. broken limb |
|  | **4** | = | Frequent or regular |  | **4** | = | Life-threatening or fatal injuries |

Using the outcome of the RRNs, you must then decide what **precautions** and **control measures** you can put in place to prevent or reduce the risks identified. For example using a different piece of equipment, preventing access to the hazard or having a dedicated person monitoring it.

Note that RRN’s of 8 or above are generally considered to be requiring of immediate attention in order to reduce the risk level.

Step 4

**Record** your findings and **implement** them.

Step 5

**Review** your assessment after the event and update if necessary. If the event is to run again in future, the risk assessment should be reviewed and amended to reflect any changes that may result in additional hazards becoming present.

| **What is the Hazard?** | **Who might be harmed?** | **How might they be harmed?** | **Likelihood****(1-4)** | **Severity****(1-4)** | **Risk Rating Number (RRN)** | **Control Measures** |
| --- | --- | --- | --- | --- | --- | --- |
| **Manual Handling** | **Event staff****Volunteers** | **Moving equipment around site- could result in musco-skeletal injuries** | 2 | 2 | 4 | **All staff/volunteers to receive instruction on correct manual handling techniques.****Manual handling to be limited where possible through use of aids e.g. trolleys, vehicles** |
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