

Event Safety Generic Risk assessment

This example event risk assessment is for a small music festival held on a green field site for up to a maximum of 4000 attendees.

Event Name

Date of Assessment

Version

Review Date

Assessment carried out by

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and forklift trucks. All work vehicles maintained and inspected according to manufacturers' instructions. Workers wear lap belts when using vehicles. High visibility vests available and worn as necessary, eg night time	Introduce a one way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste only between the hours of ??? when the public are on site. Prohibit all other vehicle movements other than emergency services when the public are on the site			
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consider temporary speed limits on Highway. Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.			
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use.	Provide a temporary fence to the ha ha and the lake.			

		<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>				
Collapse of Structures	<p>Workers and others risk serious, possibly fatal injury if fixed structures collapse.</p>	<p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Contractor(s) to provide sign off certificates for all structures.</p> <p>Daily checks made on all structures by a competent person.</p>	<p>There is a need to check weather forecast daily.</p> <p>Check with provider(s) maximum wind speeds that structure can withstand safely.</p> <p>Make contingency plans to enable closure of structure in adverse weather conditions.</p>			
Hearing Damage	<p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.</p>	<p>Areas of the stage/event identified as being within the action level and signage provided.</p> <p>Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed.</p> <p>Staff known to be particularly at risk identified and provided with ear plugs.</p> <p>Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.</p>				
Hearing Damage	<p>The public might suffer permanent or temporary hearing damage from exposure to loud music.</p>	<p>Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB.</p> <p>Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers.</p> <p>Warnings provided to the public with in advance with tickets and by signage at the entrance.</p>				

Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. 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 Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.			
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.			
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	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. All generators, distribution boxes etc to be fenced and away from public. 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.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.			
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 on the Communities website http://www.communities.gov.uk/fire/safety/firesafetylaw/ 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.	Make arrangements to check food vendors are complying with gas safety requirements.			

		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.				
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.				
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.				
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.			
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).				
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 their Local Authority. 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 Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	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.			
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.	Signage on use of smoke and fogs put up at entrance to venue to warn the public.			
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis.				

		Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.				
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.	Ensure new staff are shown how to use the manual handing aids.			