



Step 2: Risk Assessments

To ensure the health, safety and welfare of any employees, volunteer helpers, contractors, participants and the public, you should firstly carry out detailed risk assessments. To assist you/ your committee in this process, the example risk assessment form, included with this guidance, is based on the Health and Safety Executive's (HSE) '5 Steps to Risk Assessment'.

Event organisers who propose to stage events in Perth and Kinross will be required to conduct detailed risk assessments as a condition of license or land/venue use. In addition, event organisers should ensure that contractors/sub-contractors who have been hired to provide a service or entertainment at an event also provide evidence that they have conducted detailed risk assessments covering their activities at the event.

Risk assessments should be carried out by a competent person. The HSE regulations state that a person shall be competent where he/she has sufficient training and experience or knowledge and other qualities to enable him/her to assist in undertaking a risk assessment. For a Perth & Kinross Council employee to carry out risk assessments, he/she must have attended either an appropriate risk assessment course, completed the appropriate risk assessment, had it evaluated by the Corporate Health, Safety & Wellbeing Team and then been issued with a course certificate or passed the Institute of Occupational Safety & Health's Managing Safely.

All other event organisers must take direction from the HSE.

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1 The Five Stages of Risk Assessment

Risk assessments are not complex, you personally assess risk every day of your life, eg “Can I cross the road safely without being hit by a car?”. The only difference is that in this instance, you have to write it down!

(1) Identify the Activities

Where the event consists of more than one attraction, eg fun run, fancy dress, ride out, etc, you/your committee will need to undertake a written risk assessment for each activity.

(2) Identify the Hazards

You/your committee will need to look at each activity and then identify all the foreseeable hazards associated with it. The list on the following page may assist you in this process. A ‘hazard’ is something that could cause harm or loss. It is worth noting that drawing up a site plan can aid the identification.

(3) Identify Who Could Be Harmed

You/your committee will then have to identify who could be harmed from these hazards and the likelihood of this harm occurring.

Note: A ‘risk’ is the likelihood and/or chance of harm or loss occurring and its severity should it occur (see examples on the following pages).

(4) Controlling the Risk

You/your committee will need to identify if the risks are adequately controlled, ie by complying with recognised safety standard and taking all reasonable precautions to ensure the event takes place safely. It is worth noting that, to determine if a risk is adequately controlled, you will need to identify the possible outcome should you do nothing, ie the possible severity of injury or loss should an incident occur. If the risk is deemed insignificant, no further actions are necessary.

If the risks are not adequately controlled, you must then decide on what further action(s) that you/your committee can take to reduce the risks to a suitable level. These control measures will then be written into the event plan (see examples on the following pages).

(5) Monitor and Review Risks

Due to varying circumstances, rarely do events exactly meet the requirements of the original event plan and because of this, you/your committee may need to amend the risk assessments prior to the event commencing. There will be a requirement to ensure that identified risks are assessed and continuously monitored during the planning phase. The event plan would then require updating accordingly. For annual events, the risk assessments should be reviewed after the event at a debriefing meeting and amended accordingly, ready for the following year. It must not be taken for granted that the risk assessment will still be adequate.

In addition, any contractors involved in the event should also carry out risk assessments and, where relevant, you should obtain evidence that they have been carried out.





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2 Typical Hazards Associated with Events

Hazards	Examples	Possible Control Measures
Slips and Trips	Uneven ground; poor lighting; wet floors; muddy conditions; ropes on tents; litter; ice; trailing cables, pipes, etc, crossing areas with public access; low fences, boxes or other obstacles.	Choose a suitable area of ground; cut grass; cordon off area; floor cleaning regime; provide temporary walkways or surface or re-route path; warning signage; ensure walkways are away from tents; provide adequate numbers of bins; provide grit for ice; route cables away from the public, burying them or fitting cable strips; measures to report defects; keep public access areas clear of low-lying objects, fixtures or fittings.
Collisions and Impacts	Vehicle routes; vehicles and pedestrians sharing the same route; blind corners; uncontrolled animals; machinery.	Separate vehicle routes (ie one-way system); clearly defined pedestrian areas; suitable signage; sufficient stewards; site plan developed to eliminate blind corners; barriers, fencing for separation of animals; suitable guarding on machinery.
Failure of Equipment/ Rotating Blades/Ejection of Material	Poor maintenance; not fit for the purpose; not suitably trained to use equipment.	Ensure hire equipment has been tested and up-to-date paperwork; equipment is suitable and sufficient for the task it is required for; if specialist equipment is hired, ensure persons using it are competent; may require checking their certification, ie statutory inspections.
Unpredictable Behaviour of Animals	Persons not suitably trained or inexperienced handler or person in poor health; animals not restrained; loud noises may cause animals to be scared; suitable holding areas and provisions; attacks from animals.	Written requirements for compliance of participation in the event, ie organisers reserve the right to refuse entry to the event where they consider person not competent (eg inexperience, alcohol, health condition, etc); check any paperwork; suitable separation of animals from the public or vehicles or noisy areas at an event; provision of vet; additional handlers available; emergency procedures for evacuation of animals; muzzling of animals.
Fires	Marquees; electrical installations; machinery; catering facilities; vehicles; smoking; candles; blocked fire exits; insufficient or covered over emergency lighting; gas containers; bonfires, fireworks.	Provision and siting of firefighting equipment; provision to stewards, exhibitors, stallholders operators, etc, of procedures to follow in case of fire; sensible positioning of catering vehicles (eg ensuring access for emergency services and away from flammable materials); restrict or ban the use of candles; for advice on bonfires and fireworks discuss with the Scottish Fire and Rescue; all risk assessments should be shared with neighbours.

(continued)



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Hazards	Examples	Possible Control Measures
Services, Utilities etc, eg Gas, Electricity, Water	Overhead cables; underground power cables, gas pipes and water pipes; contact with electric fences.	Be aware of site conditions; use qualified fitters or electricians; where excavations or holes are required, contact electricity, gas or water supplier for information on underground services in the area; turn off electric fences or segregate from the public and warning signage.
Proximity to Water	Rivers, lakes, ponds, etc.	Site away from water if possible; use of barriers, segregation, etc; if the event involves watersports/activities, suitable trained persons and equipment will be required in case of rescue.
Falls from Heights	Use of ladders; scaffolding and towers; erection/dismantling of structures; performers/participant on stage or platforms.	Use of competent contractors for erection and dismantling of structures; stage and platform need to be of suitable size, with edge protection fitted, if required.
Infection	Animal faeces; poor food or general hygiene; poor sanitary facilities; poor waste storage or disposal of discarded needles.	Ensure relevant paperwork is checked prior to the event opening; procedures in place for storage and disposal of waste; provision of adequate washing facilities (may need to hire in); contact with Council services for specific arrangements; fields clear of livestock for at least 3 weeks before the event.
Ill Health/ Persons with Special Needs	Age; allergies; alcohol; disabilities.	First-aid provision; Ambulance Service provision, where applicable, ie large high-risk events; controls over age, alcohol, etc; disabled access, provisions of viewing areas and facilities, including parking; food labelling for allergies.
Crowds/Public	Overcrowding in specific areas (access/egress locations or new specific performances); lost children; special needs requirements.	Undertake Crowd Profiling; consideration on numbers who will attend; suitability and numbers of access to and egress from the event, including the means to separate the public from moving vehicles; suitable numbers of stewards to manage crowd control, ie reduce the risk of crushing; communication arrangements to relay messages to the public, ie fire, evacuation, lost children, etc; signage; provision of barriers, fencing, marking of prohibited areas; Police Scotland Tayside Division may advise on requirements for large events.

(continued)



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Hazards	Examples	Possible Control Measures
Manual Handling	Moving equipment, stand, marquees, etc over unsuitable, unstable or uneven ground, staircases or steps; poor lighting.	Prevent the need for manual handling; use of sack barrows or lifting equipment; suitable vehicle access close to the location; sufficient manpower; install temporary lighting.
Adverse Weather	Rain, snow or fog; high winds; flooding; thunder and lightning; extreme cold or heat.	Time of year to be considered in relation to type of event; contingency arrangements in case of adverse weather, eg alternative sites, shelter; provision of tractors or similar where there is a risk of vehicles requiring towing off a site.
Violence/ Behavioural Issues	Cash handling; alcohol and/or drug misuse; delays, hold-ups, ie angry person, etc.	Agree procedures for cash collection from entrances and the banking of money; refuse admittance to those under the influence of alcohol/drugs; co-ordinate appropriate arrangements with the Police.
Access/Egress	Insufficient access/ egress causing hold-ups, overcrowding and long queues; emergency services unable to get access to the event; public, stewards, volunteers, etc being hit by moving vehicles.	Suitable number of access/egress into the event and stewards in-suite to keep crowds moving; measure to ensure access/egress is clear should emergency services be required on the event site, eg separate access/egress; separate access/egress for pedestrians.
Vehicle Movement	Public being hit by moving vehicles; vehicles running into each other, ie blind corners; build up of fumes, ie indoors; damage to ground; vehicles becoming stuck, eg in wet weather; overcrowding of vehicles.	Arrangements in place to restrict vehicle movement during an event; sufficient numbers of stewards to manage vehicle movement; site the stands, structures, attractions, etc, so as to remove the risk of blind spots; sufficient ventilation, restrict vehicle movement; limit vehicle movement to specific routes or lay additional surfaces; make provision for tractor, Land Rover, etc, to pull vehicles clear; plan and mark out temporary car parks.
Stability of Stands	Homemade or poorly constructed stalls or stands; unsuitable footings, ie uneven ground, subsidence; tall structures; high wind and insufficient securing.	Choice of site may need to be a consideration, eg tarmac ground will not be suitable for marques; undertake walk round inspections on the event site checking stability of structures; procedures in place to ensure consistency should structures be unsuitable, ie refusal to allow on the event site.

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Hazards	Examples	Possible Control Measures
Noise	Fireworks; music; increased number of vehicles; rowdy crowds, eg if alcohol is available at the event.	Early planning to ensure that noisy activities are suitably located; liaison with the local community; implement sound insulation measures; set noise limits.
Food Poisoning	<p>Lack of food hygiene knowledge and poor food hygiene procedures; main faults contributing to outbreaks:</p> <ul style="list-style-type: none"> ● <i>food prepared too far ahead and stored at room temperature;</i> ● <i>cooling food too slowly before refrigeration;</i> ● <i>inadequate reheating of food;</i> ● <i>using contaminated cooked foods;</i> ● <i>undercooking;</i> ● <i>not thawing poultry properly;</i> ● <i>contamination crossing from raw food to ready to eat foods;</i> ● <i>eating raw food such as shellfish, eggs or unpasteurised milk;</i> ● <i>storing hot food below 63°C;</i> ● <i>infected food handlers.</i> 	Use reputable food suppliers and caterers; use only knowledgeable/trained food handlers; ensure food activities are adequately supervised; use an effective food safety system; get expert help; consult Environmental Health and Trading Standards (EHTS); have suitable equipment and facilities including sufficient sinks and wash-hand basins provided with clean hot and cold running water; ensure food handlers work to high standards of personal hygiene; Perth & Kinross Council staff to follow corporate food policy and consult EHTS Corporate Food Safety Advisor when required.
Specific Risks from Demonstration or Participants	Fires; chemical exposure; dust; moving vehicles, eg go-karts; unstable or unsuitable structures/ equipment.	Ensure demonstrators/participants are competent, ie check certification/other documentation; suitable location; adequate separation of crowds from dangerous activities, ie barriers and appropriate level of stewarding.
Heating/ Ventilation	Indoor temperatures - too hot/too cold; build up of fumes, dust etc.	Supply fans, open windows/doors; supply additional heating, suitable for its use and adequately guarded; prevent the use of certain activities in enclosed spaces.



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3 Persons Typically at Risk From an Event

The following list is those persons who may be affected by a hazard:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Children and/or elderly
- Disabled persons
- Potential trespassers
- Local residents
- Expectant mothers

4 Risk Management Process

Type of Risk	Examples of Hazards
Professional Risk	Is there anyone whose role is vital for the event, ie professionally deemed competent, and what measure would be required should they leave prior to or during the event?
Policy/Legal Risk	Do you and/or your committee comply with all relevant legislation, eg Licensing, Data Protection Act and Disability Discrimination Act etc?
Financial Risk	Are there any risks that could affect your and/or your committee's ability to meet financial commitments, or risk from cash flow? Is there sufficient insurance cover to meet possible civil action?
Physical Risk	Are there risks from fire, vandalism, theft, security, terrorism and how will they be managed?
Contractual Risk	What are the risks should a contractor fail to deliver the appropriate effective service or product?
Reputation Risk	Are there risks that could result in bad publicity, loss of resources, ie sponsorship?
Technical Risk	What are the risks should there be failure of equipment for the event, eg IT systems, visual and audio display equipment, vehicles, plant, hoists, etc and how can they be managed?
Environmental Risk	Are there risks from the event that could cause pollution from such things as chemicals, excessive noise, biological agents, ie animal waste or environmental risks from the weather, or from lack of natural light?
Competitive Risk	Are there other events on at the same time that could affect the event being successful?
Customer/Citizen	Should the event fail to meet expectations of the participants and/or public visiting the event, what could be the outcome, ie being sued, return of money etc?
Operational Risks	Are there risks that may affect the operational arrangements at the event, eg failures in communication, access gates being locked, industrial action etc?





5 Event Health and Safety Risk Assessment Forms

(a) Example of Completed Form

Your Logo Here **Risk Assessment**

Assessment Ref No _____

Activity: Muggins Hill Summer Festival (14 June 2016)			Location: Muggins Hill Green			Assessor: Joe Bloggs Date: 12 May 2016							
Hazard	Who might be harmed?			Existing Controls What makes the hazard less risky? What makes these controls effective?		Risk			Further Actions	Target date	Responsibility	Completion Date	New Residual Risk Score $2 \times 3 = 4$
	Public	Employee	Contractors	Probability	Severity	Rating							
Slips, trips and falls	✓	✓	✓	4	3	12	Avoid Control at source Take advantage of technology Protect all Make what you have more effective	4	08.06.16	Event Manager	14.06.16	$2 \times 3 = 4$	
Severe weather leading to cold injuries	✓	✓	✓	1	5	5	None.	5	08.06.16				
Fire hazards (electrical)	✓	✓	✓	4	5	20	None. All contractors and event staff to ensure all equipment and installation procedures meet current regulations conduct risk assessments and follow event operational plan accordingly.	4	08.06.16	Event Manager and Contractors	14.06.09	$2 \times 5 = 10$	
Fire hazards (blocked exits, obstructed emergency routes)	✓	✓	✓	4	5	20	None. Event Safety Manager to carry out fire risk assessment and use pre-event checklist. Stewards to monitor all areas. All staff and contractors briefed on emergency procedures, correct emergency exit and route signage to be used.	4	08.06.16	Event Manager	14.06.09	$2 \times 5 = 10$	

Activity: Muggins Hill Summer Festival (14 June 2016)			Location: Muggins Hill Green			Assessor: Joe Bloggs Date: 12 May 2016						
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	Public	Employee	Contractors		Probability	Severity	Rating					
Lack of crowd control leading to crush injuries	✓	✓	✓	None	4	5	20	Avoid Control at source Take advantage of technology Protect all Make what you have more effective	08.06.16	Event Manager	14.06.09	2 x 5 = 10
Violence to staff and public	✓	✓	✓	None	4	5	20	Event arena to be controlled by fencing, stewards and Police. Event capacity of ??? not to be exceeded. Event Manager (EM) to produce a robust communication plan. All staff to follow operational plan accordingly. Staff to avoid confrontation and allow security/police to deal with aggressive individuals.	08.06.16	All staff	14.06.09	2 x 5 = 10
Vehicle collision injuries	✓	✓	✓	None	4	5	20	Traffic Management Plan to be completed by Event Safety Manager (ESM) in consultation with Police Scotland Tayside Division and DCC City Development Department.	08.06.16	Event Manager and Contractors	14.06.09	2 x 5 = 10
Sub-contractors not operating in a safe and legal manner	✓	✓	✓	None.	4	5	20	All Contractors and Sub-Contractors are to confirm in writing to the Event Manager that they have conducted and documented risk assessments and they are to follow the Event Operational Plan.	08.06.16	Event Manager and Contractors	14.06.09	2 x 5 = 10
Sanitation arrangements	✓	✓	✓	None.	4	5	20	Toilets and hand washing facilities to be available (including disabled) in line with Purple Guide. Toilets to be monitored and maintained regularly by event staff.	08.06.16	Event Manager	14.06.09	2 x 5 = 10

Activity: Muggins Hill Summer Festival (14 June 2016)			Location: Muggins Hill Green			Assessor: Joe Bloggs Date: 12 May 2016						
Hazard	Who might be harmed?			Existing Controls What makes the hazard less risky? What makes these controls effective?		Risk		Further Actions	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors	Probability	Severity	Rating						
Special needs for wheelchair users	✓			None.	4	5	20	Avoid Control at source Take advantage of technology Protect all Make what you have more effective	08.06.16	Event Manager	14.06.09	2 x 5 = 10
Welfare arrangements	✓	✓	✓	None.	4	5	20	Personal evacuation plans to be completed for special needs and wheelchair users.	08.06.16	Event Manager	14.06.09	2 x 5 = 10
Excessive noise levels	✓	✓	✓	None.	3	4	12	Environmental Health Officer notified, local residents informed, hourly checks by Event Safety Manager, noise meter used. Protection of Event Staff.	08.06.16	Event Manager	14.06.09	
Food poisoning	✓	✓	✓	None.	4	5	20	All staff preparing and serving food to be food hygiene trained, facilities to be cleared through DCC Environmental Health & Trading Standards Department.	08.06.16	Event Manager	14.06.09	2 x 5 = 10
Terrorist activity/bomb threat leading to mass panic and crush injuries	✓	✓	✓	None.	2	5	10	Raise staff awareness of the threat. Ensure Event Management Team are familiar with DCC Generic Emergency Plan and Tayside Strategic Co-ordinating Group Plans and activation procedures.	08.06.16	Event Manager	14.06.09	2 x 5 = 10
Further actions approved by: Event Manager												Date: 12 May 2011
Signature: Joe Bloggs												

Severity =	1 Damage	2 Minor Injury	3 + 3 Days/Hospitalised	4 Major Injury/Permanent Disability	5 Fatality
Probability =	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Urgency of Action (Rating) = Severity x Probability	(20 > Very High)	(16-20 High)	(9-15 Moderate)	(4-8 Low)	(1-3 Very Low)
Urgency of Action =					

Review Date: 18 June 2012



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(b) Blank Health & Safety Risk Assessment Form

Available [here](#).

