

# Event Safety Plan Risk Assessment

The purpose of a Risk Assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate, or control, the risks. Significant findings of the risk assessment must be recorded if five or more people are employed. A risk assessment for the build-up, show/event and breakdown, can only be carried out once information has been received from the contractors, other companies and self-employed people who will be working on the site. It will also be necessary to visit the site or venue to identify specific hazards.

A *hazard* is anything that has the potential to cause harm to people. This could be a dangerous property of an item or a substance, a condition, a situation or an activity.

*Risk* is the likelihood that the harm from the hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

Hazards associated with the assembly of large numbers of people may vary according to the nature of the event and these hazards should be similarly assessed in terms of risk. The previous history of the performers and the audience that they attract can provide valuable information. The overall event risk assessment will then indicate areas where risks need to be reduced to acceptable levels.

***The aim of the Risk Assessment is to clearly identify all the risks to the public, participants and employees attending an event posed by the environment of the site and the nature of the activities thereon, and, record the means by which these risks are eliminated or minimised.***

The five steps that need to be taken to assess the risk associated with staging the event are as follows:

- Step 1 Identify the hazards associated with the activities contributing to the event, where the activities are carried out and how the activities are to be undertaken
- Step 2 Identify those people who may be harmed and how
- Step 3 Identify existing precautions, e.g. venue design, operational procedures or existing 'safe systems of work'
- Step 4 Evaluate the risks
- Step 5 Decide what further actions may be required, e.g. improvement in venue design, safe systems of work, etc.

A systematic assessment must be made of the event, site, management, structures and activities by a competent person/persons. This should be carried out with reference to the current guidelines laid down by the Health and Safety Executive Document "The Event Safety Guide - A Guide to Health Safety and Welfare at Music and Similar Events" (Purple guide).

Your aim should be to produce an Event Safety Plan & Risk Assessment document, which details the recognised risks and the methods to be employed to eliminate or minimise them. This should be submitted to the Local Authority.

The most important considerations for your risk assessment are that:

- All hazards are identified
- Appropriate control measures are defined
- The risk assessment process is well documented to enable managerial control (See attached standard type Risk Assessment Form.)
- All personnel/performers are informed and trained to identify risks
- The procedure is monitored regularly to establish if control measures are effective and still current

Your Risk Assessment should be used as a basis for the production of your Contingency Plan.

### **DETERMINE THE RISKS**

Indicated below are examples of items to be considered as part of your Risk Assessment. The list is not exhaustive.

#### **The Event**

- Nature of event/dates
- Opening time
- Event commencement time
- Event ending time

#### **The Venue**

- Site location and layout
- Weather conditions pre/post and event day

#### **The Audience**

- Audience make up (male/female/children on their own or with parents, and any issues relevant to disabled persons)

#### **Site Build Up/Take Down Period**

- Recognise risks posed by construction of individual structures including seating and tents
- Vehicle movements on and off site prior to and post event day
- Risk of fire
- Availability of site manager
- First aid provision/fire-fighting provision
- Catering/toilet/refuse provision
- Site security
- Manual handling issues
- Effect on local business/residents
- Effect on traffic

### **Event Day (Event Deadline)**

- Issues of traffic and pedestrian management regarding access and signage
- Outbreak of fire
- The provision of all pyrotechnics/special effects/fireworks
- The use of unauthorised barbecues or similar
- Risk of electric devices/wiring
- Risk of inadequate lighting/power failure (including P.A. system)
- Issues of noise nuisance
- Collapse of stage/seating areas
- Collapse of P.A. Towers/other structures
- Collapse of fencing
- Gas/chemical incident on/off site
- Failure of any on site audience counting system. (Over crowding)
- Site signage
- Failure of stewarding system (i.e. inadequate numbers/management)
- Failure of steward radio system
- Failure of P.A. system
- Failure of telephone system
- Late arrival of public/performers/late starts
- Crowd surge on entry to event/during and at end of event
- Issues of drunkenness/drug misuse
- Crushing incident(s)
- Site closure due to maximum occupancy
- Public disorder
- Cancellation of event
- Effect on local business and residents
- Issues of refuse collection
- Issues of traffic/pedestrian/performers/public transport management on exit from event and signage

### **PRODUCING YOUR OWN RISK ASSESSMENT DOCUMENT**

Upon identifying the relevant risks associated to your particular event it is necessary for you to consider the impact of them as one of the following: - (or other term of reference you choose)

- High
- Medium
- Low

It is then necessary for you to determine the probability of such an event occurring as follows:-

- frequent
- probable
- occasional
- remote
- improbable

You should then consider the risk rating as being:

- The impact x the probability

There is no standard way of measuring the impact or probability of a risk. It is up to the prospective licence holder/event safety officer to consider and prioritise these risks in the above manner, and then record their responses to these risks considering the following: -

- Assess whether proposed safety management procedures will be adequate to eliminate or minimise the risks
- Plan additional preventative/protective measures
- Plan to continually assess and review of the adequacy and effectiveness of the responses
- Identify who is responsible for carrying out any action required
- Identify who is responsible for reporting and follow up action

**The following sample Risk Assessment Forms are a type of form that you may wish to use as a basis for the production of your Risk Assessment Document.**

### **Sample Risk Assessment Analysis. (Type 1)**

#### Risk of Fire during construction and event day

We will reduce this risk by:

- (a) Providing sufficient fire extinguishers (Water, CO2, Dry Powder and Fire Blankets) on site, backstage and on the stage/mixer positions. These positions will be marked by signage and identified on the site plan.
- (b) Emergency Services notified of event during multi-agency meeting.
- (c) Stewards and Supervisors will have been trained on usage of fire extinguishers.
- (d) Fireworks will be launched from (detail the locations, times and manner in which fireworks will be launched). An approved, recognised and experienced company will be engaged for this element of the performance. A copy of the contractor's Health and Safety Policy has been submitted and checked. The contractor will provide his/her own fire extinguishers.
- (e) Only permitting diesel generators to be used within the licensed site.

Risk Assessment: Low to Medium

#### Risk associated with Acoustic Issues:

We will reduce the risks by-

The Noise at Work Regulations 1989 stipulate two action levels 85 and 90dB(A). All relevant staff such as stagehands, steward and others will have access to personal ear protection such as disposable earplugs. If necessary and where appropriate ear protection zones will be designated and

enforced. Ear protection will be required to be worn during noisy operations on the site build up, e.g., whilst using angle grinding tools (eye protection also required).

Risk Assessment: Medium

Risk of Injuries caused by trip hazard

We will reduce the risks by-

- (a) All exposed cables will either be covered with heavy-duty rubber matting or heavy-duty carpet or buried or flown over a structure.
- (b) Adequate lighting will be provided with emergency power to the satisfaction of the Licensing Authority.

Risk Assessment: Low

**Sample Risk assessment Analysis. (Type 2)**

Assessment of risk for	Section name		Assignment undertaken. Date: Signed. Date: Assessment review. Date:
List Hazards here	List Group of Persons At Risk	List existing controls	List Risks which are not adequately controlled and action to be taken

*The aim of the contingency plans is to detail the action to be taken in response to any incidents occurring during the event which might prejudice public safety or disrupt the normal operation of the event.*

Having prepared your Risk Assessment it is then necessary for you to prepare your contingency plan for dealing with any major incidents, giving consideration to your Risk Assessment. It will be necessary for you to consult with all the relevant Emergency Services and relevant Departments of the Local Authority in the production of this plan. Indicated below are examples of items to be considered as part of your contingency plan. The list is not exhaustive

**Consider the following Hazards**

- Fire
- Damage to stage/structures/marquees
- Weather conditions
- Site topography
- Power failure
- Pyrotechnic failure
- Gas leak or chemical incident
- Audience counting system failure
- P.A. System failure
- Telephone system failure
- Radio system failure
- Crowd surging/crushing
- Unauthorised access to site
- Delayed start of event/stopping of event
- Overcrowding
- Public disorder
- Large scale injuries to public
- Emergency evacuation
- Traffic management (pre/post event)
- Cancellation of event
- Media Management

For any contingency plan to operate satisfactorily it will be necessary for all those involved to be aware of their role.

This will require: -

- Detailed briefings
- Training and Assessment
- Adequate management structure
- Identify responsibility of roles

Cross-referencing of the document will be necessary with: -

- Management safety policy for spectators
- Job Descriptions of Safety Management Personnel

Documentation to be held on site will be required as follows: -

- Site plan indicating all necessary Emergency Services information, including rendezvous points
- Safety management contact information for all Personnel
- Pre-identified emergency message document

**There is no required format for the Contingency Plan, however, the applicant should ensure that it is clear, concise, and yet detailed enough to convey the information in a manner that can be updated as necessary and circulated to all relevant parties.**