

# EVENTS SAFETY PLANNING RISK ASSESSMENT

## Risk Assessment and Event Safety Planning

### General information and guidance

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.

A systematic assessment must be made of the event, site, management, structures and activities by a competent person/persons.

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.

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
- 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** 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**

- Issues of traffic and pedestrian management regarding access and signage
- Adequate First Aid provision
- 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
- Overcrowding
- Site signage
- Failure of stewarding system (i.e. inadequate numbers/management)
- Failure of steward radio system
- Failure of P.A. system
- Failure of communication 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; signage.

### **Producing your own Risk Assessment document**

You may use the Event Risk Assessment Guide and Form for completing this. The competent person on site in conjunction should complete this in conjunction with the Property Manager (if different) and any other individuals who have relevant skills and experiences.

- 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

An example of an event risk assessment is given on the following page:

Risk Assessment Form safety@sussexpast.co.uk					Sussex Archaeological Society		
Event Name:		Assessment written by:			Location:		
Date/s:					Property Manager:		
Hazard Activity/ Location	Those At Risk	LO	LS	Risk Level	Action Taken	Further Action/ Notes	Residual Risk
Vehicles using overflow car park	Public Staff	3	4	7	Stewards to wear reflective jackets Stewards to receive training	Clear, safe routes for pedestrians Clear signage for car park	4

## Contingency Plan

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. 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 affect public safety or disrupt the normal operation of the event. It may be necessary for you to consult with all the relevant Emergency Services 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). The **Emergency Plan** may be incorporated in this.

### 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 (when evacuating in an emergency)
- Unauthorised access to site, and areas not part of the event
- Delayed start of event/stopping of event
- Overcrowding, especially around access/ egress areas
- Public disorder
- 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
- Information and training
- Adequate management structure
- Identify responsibility of roles

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.

## **Examples of issues to consider**

### **Car parking**

If you intend to provide car parking, you may need to arrange designated marshals to guide the cars. Provide them with high visibility vests so that they can be easily seen. Vehicles need to be routed away from pedestrians where possible. A written series of instructions (safe system of work) is required.

### **Plan the layout of the event**

Prepare a plan showing the layout for the event. Remember to consider spacing and layout of attractions, i.e. If you have a coconut shy or hoopla stall make sure that there is enough room for people to throw the balls and hoops safely.

### **Erection of stalls and tables**

Stalls and tables should be in good condition and erected on firm ground. Make sure they can support weights placed on them, i.e. If you are using a trestle table to support a tea urn or similar, make sure that the table will be stable and not overloaded when the urn is filled with water.

### **Movement of goods and material**

Storage and movement of goods needs to be considered. Make arrangements for moving any heavy items.

### **Stall holders**

Ensure that the stall holders are aware of health and safety precautions. Make sure they are instructed in the operation of any equipment they will be using.

### **Cables and wiring for electrical equipment, lighting and PA systems**

Make sure that cables are routed safely away from public areas or if this is not possible, covered or similarly appropriately protected. Ensure that a competent person has installed and tested any electrical equipment.

### **Marquees**

Marquees must only be erected by competent persons. Ask to see the fire certificate for the covering material. Ensure that all the guy ropes, supporting poles and other parts of the structure are checked regularly throughout the event.

Exit routes must be clearly identified and kept clear of obstructions. Exit routes may be located over uneven ground, temporary flooring, duckboards, ramps, etc.; these should be taken into account to ensure that there are safe entry and exit routes.

### **Other attractions**

Check that health and safety issues have been considered for all other attractions. If a concessionaire operates the equipment, ask to see the risk assessment for the equipment, and be aware of our requirement under legislation to share information on hazards.

### **Food hygiene and mobile vendors**

You need to store and serve food properly. Some foods need to be kept refrigerated or stored separately from other food types. Serving utensils and appropriate hygiene clothing should also be used, e.g. plastic gloves, aprons and hats. Ensure that the toilet and washing facilities are located away from food stalls. Environmental Health Officers can provide further advice.

### **First aid**

You should consider the arrangements for providing first aid. The types of injuries and illnesses likely to occur at a fete are heart attacks, sunstroke (on a hot summer day), and minor injuries such as cuts and bruises.

Ask people involved with the fete if they are qualified first aiders. If not, contact other organisations such as St John Ambulance, who may be able to assist.

### **Fire Safety**

You should consider such issues as:- means of escape in case of fire, fire risks such as cooking facilities, fire fighting equipment and use of materials which burn easily.

### **Accidents**

If an accident does occur, you need to record the details of the accident. This will be useful to assist in your review of the event and to notify your insurers. A RIDDOR level accident will need to be passed on to the Health and Safety Executive (copies to Jan Nichols and Safety Officer)

### **Evaluation**

After the event you will find it very useful to evaluate the success of the event and take forward any lessons that have been learnt. This evaluation should take place as soon as possible after the event.

Record the outcome of the evaluation so that it can be referred to for future events.