**EVENT RISK ASSESSMENT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **Event Name:** | **Dates:** | **Venue:** |
| **Risk Assessment undertaken by:**  **(Print Name)** | **Event Organiser/Show Manager:**  **(Print Name)** | **Distribution**  **e.g.**  **Event/Show Management Team**  **Production Manager/Team**  **Contractors**  **Venue**  **Safety Advisory Group** |
| **Signed:** | **Signed:** |
| **Date:** | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Probability (P) | Severity (S) | Calculation of Risk (R) | | Action Level |
| 5 = > Almost inevitable  4 = Very Likely  3 = Likely  2 = Unlikely  1 = < Very Unlikely | 5 = Multi death or very serious injury  4 = Single death or very serious injury  3 = RIDDOR major injury  2 = Absence from work for 7 days  1 = Minor/First Aid | Prob | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5 | 5.M | 10.H | 15.H | 20.H | 25.H | | 4 | 4.L | 8.H | 12.H | 16.H | 20.H | | 3 | 3.L | 6.M | 9.H | 12.H | 15.H | | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | |  | 1 | 2 | 3 | 4 | 5 |   Severity | LOW – No action required  MED – Justify / review regularly (each event day)  HIGH = immediate action / further controls needed |

|  |
| --- |
| **Scope of Risk Assessment:** |
| This risk assessment covers <event name> from <insert date & time> to <insert date & time> |
| **Visitor Profile** |
| * Age Range of attendees * Alcohol consumption – high / moderate / low * Likelihood of some drug use – yes / no * % Children * % Disabled and/or new and expectant mothers * Busiest times * Average attendance levels |
| **Show Profile** |
| * Visitor capacity at any one time * Details of any after event/show events * Extent to which the event/show is likely to be vulnerable to terrorist attack or protest? |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazards** | **Consequences** | **Who is at Risk?** | **P x S = R** | **Controls** | **P x S = R**  **Action Level** |
| **Identify Hazards**  Identify hazards at the event, in the venue/rooms and in the surrounding area that could reasonably be expected to result in significant harm | **What could result from the hazard?**  Describe the type of injury then categorise as follows:  **First Aid injury –** minor cuts, **sprains**, bruises, etc…  **7-day absence from work** – broken fingers, toes, sprained tendons, muscles, illness (tiredness, stress, gastric, etc…)  **Serious injury –** head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible  **Death or very serious injury to one person –**  Loss of limb, paralysis or life changing injury which full recovery is unlikely  **Death or very serious injury to more than one person.** | **Who might be harmed?**   * Organiser’s staff * Venue staff * Visitors * Exhibitors * Contractors * Young / new inexperienced staff * Disabled people * Children * New & Expectant mothers * Elderly visitors | **Risk**  P = Probability  S = Severity  R = Risk level  P x S = R | **Is the risk adequately controlled?**  Consider hierarchy of controls:   * Eliminate * Substitute * Reduce * Isolate * Control * PPE * Discipline   Do the controls…..   * Meet legal requirements? * Represent best practice? * Reduce risk as far as is reasonably practicable? * Comply with industry standards? | **What is the residual risk?**  **Action Level**  H = High - immediate action required  M = Medium - justify and review regularly (each event day)  L = Low - no further action required  See table footer |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards** | **Consequences** | **Who is at risk?** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Action level** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Risks to be monitored regularly/each day as follows:**

(These will normally be those risks rated Medium and High after controls are in place)

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Monitored by:** | **Frequency:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes:**