Activity Description: **Public Events**

**RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name:**  | **Assessed by:** | **Date of Assessment:**  | **Ref No:**  |

**Likelihood: Severity/consequences: Risk rating (SC x L):**

1 - Highly unlikely 1 - Slightly harmful 1 - Trivial risk 6 - Substantial risk

2 – Unlikely 2 – Harmful 2 - Tolerable risk 9 - Intolerable risk

3 – Likely 3 - Extremely harmful 3 - 4 - Moderate risk

Main hazards/associated risks:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref No** | **Hazard/Risk** | **Who is at risk?**Consider: Volunteers, Young Persons, Disability, Children/Pupils, Contractors, Visitors, New & Expectant Mothers, Members of the Public, Client/Service User | **Control Measures** | **Locations** | **Likelihood** | **Severity** | **Risk Rating** |
| 1 | Vehicle movements on site |  | All volunteers to be given briefing notes in advance and wear hi viz jackets on the dayInexperienced volunteers to be co-ordinated by experienced Volunteers with access to mobile phones at key pointsOne-way systems, appropriate signage and road closure if appropriateNo vehicle movements around event area after commencement of event and prior to close of event unless emergency vehicles | Entry, exit points and parking areas.Also loading and unloading points |  |  |  |
| 2 | Fire |  | Carry out a separate Fire risk assessment for the event & inform fire brigadeProcedures in place and volunteers trained in evacuationAssess locations for cooking equipment, generators and other heat sourcesFire blankets and fire extinguishers available for use by trained Volunteers to tackle small minor fires only.Move visiting public to safe distanceIn case of major fire, ring 999 and see 9 below | Buildings, vehicles, stalls/display areas and parkland |  |  |  |
| 3 | Hot weather |  | Remind volunteers in briefing about covering up and to bring sun protectionAllow breaks from sun and opportunities to re-hydrate. Provide bottles of water | All external areas |  |  |  |
| 4 | Extreme wet weather |  | Monitor weather in weeks running up to event and cancel by Tuesday prior to event if deemed necessary.Car parking and access areas to be monitored on the day. If areas deemed unsafe, close them off to vehiclesIf site conditions deteriorate significantly, cancel event | Entry, exit points and parking areas.Also loading and unloading points |  |  |  |
| 5 | Crowd disorder, antisocial behaviour and robbery |  | Ensure police aware of event and invited to attendMonitor beer tent area in particularVolunteers to treat visitors with respect but if dealing with challenging person, back off and don’t put yourself at risk. If incident beaks out, steer members of the public away from the areaIn the event of attempted robbery, hand over money. Do not put yourself and others at risk. Ensure two people are present when money is transferred around siteRecord and report incidents and share with others. Call police if necessary |  |  |  |  |
| 6 | Dogs |  | Signage and information in programmes etc to remind dog owners of their responsibilities and to keep their dogs under close control. Dogs must be on a lead in the event area In case of concerns or an incident, contact a member of the organising team |  |  |  |  |
| 7 | Slips, trips and falls |  | Ground conditions checked prior to eventVegetation/grass cut and potholes filledTrip hazards removed and monitored after set up, checking cables and bad housekeepingMonitor particularly in adverse weather conditions |  |  |  |  |
| 8 | Demonstrator’s ActivitiesEquipment and animals. |  | Check demonstrators have appropriate insurance.Check demonstrators have provided a risk assessment for the activity they are runningEnsure that any equipment that presents a hazard is isolated from the public. Ensure electrical equipment is PAT testedAssess any animals on display and that any that may bite or scratch are isolated from the public and handwashing after handling is encouraged |  |  |  |  |
| 9 | Major site emergency eg major fire, bomb, threat, explosion. |  | Evacuate visitors to areas a safe distance from hazard and await emergency vehicles. Make a judgement call as to safest location on the basis of location of incident and use radios to co-ordinate staffRing 999Do not encourage visitors to leave as may cause panic or congestion and impede the arrival of emergency vehicles |  |  |  |  |

**Personal Protective Equipment:** (please select PPE Symbols from document number 3c and insert into the below boxes)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hi Visibility clothing |  |  |  |  |  |  |

**Related Assessments:**

|  |  |
| --- | --- |
| **Assessment Type** | **Assessment Ref** |
|  |  |

**Action Plan:**

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Expected Completion Date |
| Preparation work carried out prior to the event as identified in the RA with safety equipment. Volunteer briefing notes circulated in advance of the event, including lost children policy, and copies of notes to be available on the day. | Event co-ordinator. |  |
|  |  |  |

## Conclusions:

If the above recommendations are followed then risks can be minimised.

A safety Method Statement can be used as part of this risk assessment which can be used to assist with training and when monitoring work activities.

### Review Date: 24/07/2017

Review of this document should be annually or more frequent if:

* After an accident / incident involving an activity from this risk assessment
* Any significant changes to work practices, materials, equipment or legislation

**Assessor (Signed): Dated:**

**Manager (Signed): Dated:**

**THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY**

The sharing of the risk assessment with all volunteers involved with the activity is vital to ensure all control

measures are complied with, are practical and adhered to.

**Please document that this information has been provided**