If you do not have Risk Assessment for your event already, please fill out the Risk Assessment form attached. Photocopy the sheet if you need more sheets, if you have a number of activities at your event.

**How to use the form**

The form is a series of columns starting with the activity that will be happening at your event. This sheet will show what to put in each column

# **Activities**

1. You must list all the activities, including setting up and clearing away, eg:
* Manoeuvring of vehicles and accessing the site
* Installing and setting up of equipment
* Crowd control/marshalling
* Supplying/handling of food
* Generation of noise i.e. music, generator etc.
* Public involvement in the event
* The activities of the event itself

# **Hazards**

1. For each activity there may be hazards associated with the activity. List all the hazards you can anticipate might happen, eg:
* Limited access/collision of vehicles and pedestrians
* Injury or illness to public and operators

*(I.e. Slips, trips, falls, crushing, strains, fire, electrocution, fumes, food poisoning)*

* Damage to site

*(I.e. Spillage, breakage, cleanliness)*

# **Likelihood (L)**

1. Then the hazards are ranked as to how likely they are to happen

This is a score from 1-3 of the likelihood of the hazard occurring.

1 = Unlikely 2 = Likely 3 = Very likely

#### SPECIAL ACCESS:

If you require this form in large print, Braille or on audio tape, or in another language please contact Customer Services on 01271 388260 or e-mail customer\_services@northdevon.gov.uk

# **Severity (S)**

1. Also rank how severe the injury might be if the hazard does happen

This is a score from 1-3 of the severity of any likely injury.

1 = Negligible 2 = Minor 3 = Major

# **Degree of Risk (D of R)**

1. Then work out what the risk is for each hazard. This is the figure you gave for likelihood multiplied by the figure you gave for severity.

1 – 3 = Low 4 – 6 = Medium 7 – 9 = High

*Please note: All of these scores are based on an assessment of the risk before anything is done to make the risk less*

# **Existing control measures**

1. You must then put some thought into how the risk can be decreased – these are called control measures. First write down what you already do when carrying out the activity or what is present at the venue, eg:
* Use of skilled and suitable qualified personnel
* Appropriate provision and use of safety equipment

*(I.e. barriers, cones, visibility jackets, signage, first aid kit, fire extinguishers)*

* Tested and maintained equipment to appropriate standards *(Proof maybe requested)*
* Appropriate management of site

# **Further Controls Measures**

1. Then think if there is anything else appropriate you can do. Write these further control measures down in the last column. You are aiming to have all risks as low as possible by the use of the control measure.

**Overleaf is an example of the form completed for a simple event**

**RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event:** | *Public Information day* | **Date of Event:** | *01/01/200* |
| **Location:** | *Library Square, Barnstaple* |
| **Responsible Organisation:** | *The Public Information*  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **POTENTIAL HAZARD** | **L** | **S** | **D of R** | **EXISTING CONTROL MEASURES** | **FURTHER CONTROL MEASURES** |
| *Access & manoeuvring vehicle & trailer onto Library Square* | *Risk of collision with pedestrians & vehicles* | *2* | *3* | *6* | *Use suitably skilled & qualified driver**Access coned & protected* | *Additional staff to assist manoeuvre & Marshall pedestrians* |
| *Public coming to read information boards* | *Public tripping over information boards* | *1* | *1* | *1* | *Stable and visible boards* | *Weight the boards down in wind**Warn public* |
| *Leaflets given to public* | *Leaflets thrown away as litter* | *2* | *1* | *2* | *Clear away after the event* | *Only given to public that want the information* |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **L = Likelihood**  | **S = Severity** | **D of R = Degree of Risk** | Please Note: all of the these scores are based on an assessment of the risk before control measures are implemented |
|  |  |  |
| 1 = Unlikely | 1 = Negligible | 1-3 = Low |
| 2 = Likely | 2 = Minor | 4-6 = Minor |
| 3 = very Likely | 3 = Major | 7-9 = Major |

**RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event:** |  | **Date of Event:** |  |
| **Location:** |  |
| **Responsible Organisation:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **POTENTIAL HAZARD** | **L** | **S** | **D of R** | **EXISTING CONTROL MEASURES** | **FURTHER CONTROL MEASURES** |
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| --- | --- | --- | --- |
| **L = Likelihood**  | **S = Severity** | **D of R = Degree of Risk** | Please Note: all of the these scores are based on an assessment of the risk before control measures are implemented |
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**RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event:** |  | **Date of Event:** |  |
| **Location:** |  |
| **Responsible Organisation:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **POTENTIAL HAZARD** | **L** | **S** | **D of R** | **EXISTING CONTROL MEASURES** | **FURTHER CONTROL MEASURES** |
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| --- | --- | --- | --- |
| **L = Likelihood**  | **S = Severity** | **D of R = Degree of Risk** | Please Note: all of the these scores are based on an assessment of the risk before control measures are implemented |
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| 3 = very Likely | 3 = Major | 7-9 = Major |