**[Your event title and event date]**

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| [YOUR LOGO HERE] | **Tenancy Dates:****Build up:** time and dates here**Event Open:** time and dates here **Break down:** time and dates here | **Venues:** Name and extent of open space in use here |
| **Event Organiser:**Individual or company name here | **Risk assessment undertaken by:**Individual and position here | **Distribution:*** Who has a copy of this here
* Who has a copy of this here
* Who has a copy of this here
* Who has a copy of this here
 |
| **Signed:** **Date:** Click here to enter text. |

**Scope of Risk Assessment**

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| --- |
| Name of event and describe general type(s) of activities here. Also start and finish date.Click here to enter text. |

**Visitor Profile**

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| * Age range: Click here to enter text.
* Anticipated gender split: M = X% F = X%
* Alcohol consumption: Yes / No
* Likelihood of some drug use: Click here to enter text.
* % Children: Click here to enter text.
* % Disabled / new and expectant mothers: Click here to enter text.
* Busiest times: Click here to enter text.
* Average attendance: Number participants here. Number spectators here. Number staff here
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Use the below table to help you score your risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Probability (P)** | **Severity (S)** | **Calculation of Risk (R)** | **Action Level (AL)** |
| 5 Almost inevitable4 Very likely3 Likely2 Unlikely1 Very unlikely | 5 Multi-death or very serious injury4 Single death or very serious injury3 RIDDOR major injury2 RIDDOR 3 day1 Minor / First Aid |

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| --- | --- | --- | --- | --- | --- | --- |
| Probability | 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 for each event day |
| HIGH: Immediate action / further controls needed |

| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls implemented** | **P** | **S** | **R** | **Remaining Action**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Look only for hazards which you could reasonably expect to result in significant harm. Use the following examples as a guide:-* Slipping/tripping hazards
* Noise
* Electricity
* Gas
* Fumes
* Fire
* Vehicles
* Chemicals
* Moving parts of machinery
* Manual Handling
* Work at height
* Ejection of materials
* Poor lighting
* Affects of bad weather
 | List the potential impact of the risk to people and the event | There is no need to list individuals by name - just think about groups of people who might be affected e.g.:-* Participants
* Performers
* Stewards
* Children
* Elderly
* Disabled
* Pregnant/Nursing women
* Members of the public
 | Probability | Severity | Risk | Have you already taken precautions against the risks from the hazards you listed, for example have you provided:-* Adequate information, instruction or training?
* Adequate safe systems or procedures?

Do the Precautions:-* Meet the standards set by a legal requirement?
* Comply with a recognised standard?
* Represent a good practice?
* Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, etc. giving this information. | Probability | Severity | Risk | What more could you reasonably do for those risks which you found were not adequately controlled?Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when takingfurther action, if possible in the following order:-* Remove the risk completely
* Try a less risky option
* Prevent access to the hazard (e.g. by guarding)
* Put procedures in place to reduce exposure to the hazard

Issue personal protective equipment |
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**Risks to be monitored during event**

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| --- | --- | --- | --- |
| **Hazard** | **Monitored by** | **Frequency** | **Responsible** |
| Weather conditions |  |  |  |
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Notes

RIDDOR stands for Reporting of Injuries Diseases and Dangerous Occurrences

Guidance in completing risk assessments is available at the **Health & Safety Executive** website: <http://www.hse.gov.uk/guidance/index.htm>

Or **Association of Event Organiser’s** website <http://www.aeo.org.uk> (search their site for ‘Risk Assessment’)