

What is risk assessment?

A risk assessment is simply a careful examination of what, at your event, could cause harm to people, animals or 'things', so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Visitors, volunteers, workers, animals and others have a right to be protected from harm caused by a failure to take **reasonable** control measures.

A **hazard** is anything that may cause harm, such as chemicals, electricity, working at height, trailing cables, vehicles, animals, etc.

The **risk** is the chance, high or low, that harm or damage could be caused by these and other hazards, together with an indication of how serious the harm could be.

Step 1

Identify the hazards

Consider the activities you have booked for your event, what could reasonably be expected to cause harm? Ask the other members of your organising group. Also consider the set up and clear down stages of your event and how your event may affect others outside of your event site.

Step 2

Decide who or what (e.g. animals, buildings, etc) might be harmed and how.

For each hazard you need to be clear about who/what might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone or everything by name, but rather identifying groups of people/things (e.g. Visitors to the event, volunteers, staff, public (not visiting the event), young people, contractors, etc).

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, 'volunteers may suffer back injury from repeated lifting of boxes, animals or children may be startled by loud noises or fireworks'.

Step 3

Evaluate the risks and decide on precautions

Having identified the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to reduce the risk of harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

Look at what you're already doing; think about what controls you have in place and how the event is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc.); and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination);
- Is training required?
- Are Certificates of Compliance required for equipment brought on site?

Step 4

Record your findings and implement them

When writing down your results, keep it simple, for example: 'Tripping over rubbish: bins provided, staff instructed'. We do not expect a risk assessment to be perfect, but it must be suitable and sufficient.

You need to be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your planning team in the process.

Step 5

Review your assessment and update if necessary

Set a date to review your plans and update the assessment as necessary. This is especially important if any changes are made to the programme of events after the Risk Assessment has been completed, as the changes may, in a worst case scenario, invalidate it.

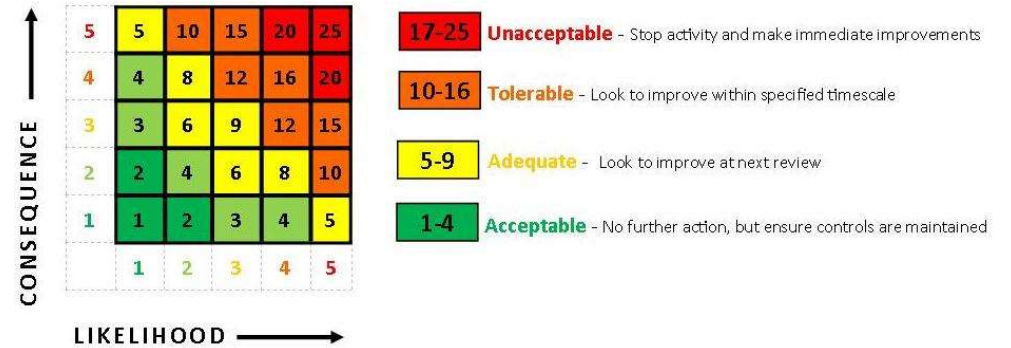
YOUR RISK ASSESSMENT

There is a template at the end of this document that you can populate to produce your own risk assessment. Use the table and matrix below to help you to evaluate the risk (Risk Rating). Multiply the likelihood value by the consequence value of each hazard to calculate the risk rating.

Some hazards you may wish to consider (this is not an exhaustive list): SLIPS, TRIPS, FALLS; VEHICLES; ELECTRICITY; WATER (DROWNING); HAZARDOUS SUBSTANCES; FIRE; NOISE; CRUSHING (CROWDS); MEDICAL EMERGENCY; WASTE; FOOD SAFETY; CHILD WELFARE; VIOLENT SITUATIONS; WEATHER;

RISK ASSESSMENT

Likelihood			Consequence	
1	Very Unlikely	1 in a million chance of this hazard occurring	1	Insignificant No injury
2	Unlikely	1 in 100,000 chance of this hazard occurring	2	Minor Minor injuries needing first aid
3	Fairley Unlikely	1 in 10,000 chance of this hazard occurring	3	Moderate Up to 3 days absence from work
4	Likely	1 in 1000 chance of this hazard occurring	4	Major More than 3 days absence
5	Very Likely	1 in 100 chance of this hazard occurring	5	Catastrophic Death



EVENT:		LOCATION:		DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX L X S = R			FURTHER RISK MANAGEMENT	RISIDUAL RISK INDEX			DATE COMPL ETE & SIGNED
			L	S	R		L	S	R	
SLIPS/TRIPS/ FALLS	Staff Volunteers Public Visitors					-				
CRUSHING (Crowd)	Staff Volunteers Public Visitors	-				-				
TEMPORARY STRUCTURES	Staff Volunteers Public Visitors Contractors									
EXPOSURE TO VIOLENT SITUATIONS	Staff Volunteers					-				
ADVERSE WEATHER CONDITIONS	Staff Volunteers Visitors	-				-				

VEHICLE MOVEMENT	Staff Volunteers Public Visitors Contractors	-				-				
CHILD PROTECTION	Visitors Public	-				-				
WORK PRACTICES	Staff Volunteers					-				
FOOD POISONING	Staff Volunteers Public Visitors	-				-				
MANUAL HANDLING	Staff Volunteers Contractors	-				-				
WASTE DISPOSAL	Staff Volunteers Public Visitors					-				
FIRE FIRE AT PROPERTY	Staff Volunteers Public Visitors Contractors	-								
STAFF SHORTAGES	Staff Volunteers	-				-				
NOISE	Staff Volunteers Public Visitors Contractors	-				-				
DISABILITY DISCRIMINATION	Public Visitors	-				-				
MEDICAL EMERGENCY	Staff Volunteers Public Visitors Contractors	-								