

RISK ASSESSMENTS FOR CLUB & GROUP EVENTS

Introduction

Put simply, a risk assessment is a careful examination of what, at your event, could cause harm to people, animals or 'things' (i.e. buildings and equipment), so that you can weigh up whether you have taken enough precautions, or should do more, to prevent harm or damage. The aim is to ensure everyone and everything is protected from harm or damage caused by a failure to take **reasonable** control measures.

A **hazard** is anything that may cause harm or damage, such as hazardous substances, Covid19 viruses, heat and hot water, electricity, working at height, trailing cables, vehicles, animals, violent situations, etc.

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

Preparing an Assessment of the Risks

Step 1

Identify the hazards

Consider the activities you have arranged for your event, what could reasonably be expected to cause harm or damage? Ask the other members of your organising group. Also consider the setting up and clearing down stages of your event and how your event may affect others outside 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 adversely affected; 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, vulnerable groups and individuals, staff, public (i.e. not visiting the event), young people, contractors, etc), exhibits, equipment, 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; illness from contact with carriers of infectious diseases; 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. Compare what you are doing with good practice; i.e. what do other people do, how can you reduce risk of harm, can you spot potential dangers?

Think also about what controls you have in place and how the event is organised. Then compare this with what others do in similar circumstances and see if there's more you should be doing to bring yourself up to both legal and ethical standards. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm, infection or damage 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, improve ventilation);
- prevent access to the hazard (e.g. by guarding, social distancing, one way systems);
- organise work to reduce exposure to the hazard (e.g. barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc.); and provide welfare facilities (e.g. first aid and hand sanitising facilities for removal of contamination);
- Is training required?
- Are Certificates of Competence or Compliance required to use 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 considered who or what might be affected;
- you dealt with all the significant hazards, taking into account everyone potentially affected;
- 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.

Evaluating Risks

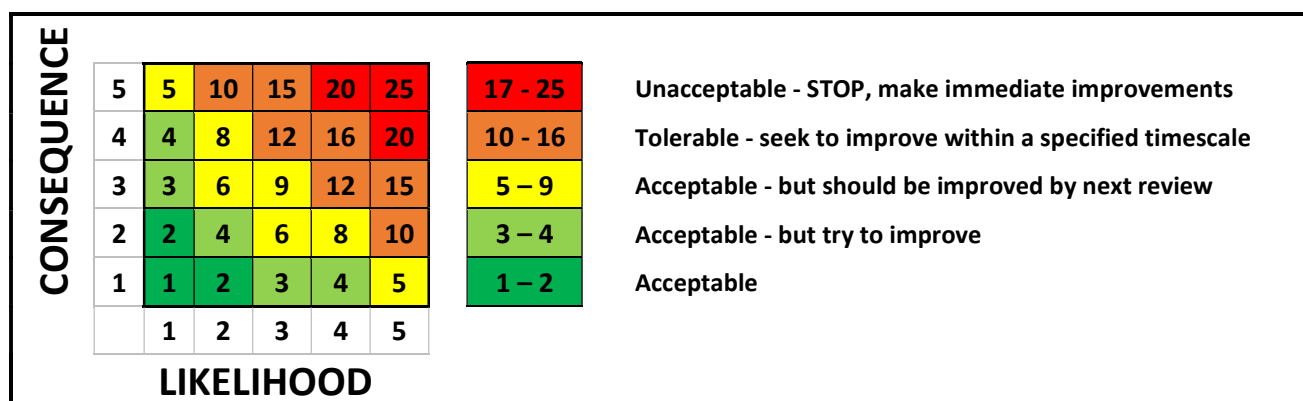
On the following pages you will find templates to assist in evaluating the various risks you have identified. It is a two-stage process: what is the **likelihood** that each particular hazard may occur and, if it does so, how serious might be the **consequences**? You need to make a sensible assessment for both.

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

Using the table above, you will estimate what is the Likelihood (**L**) of the incident occurring and also what are the probable Consequences (**C**) if it does – in both cases on a scale of 1 – 5.

By multiplying these two numbers together you will get the Risk Index (**R**) = **L x C**

If the resulting number falls in the green segment of the chart below, the risk can be viewed as acceptable. However, as you migrate into the higher numbers then some attention needs to be given to ways and means of reducing the impact – in the more serious (red segment) you must cease the activity, make immediate improvements before proceeding further, or do things quite differently.



The templates on the following pages are examples to use as prompts to assist you in completing a generic Risk Assessment for Group and Society meetings in the Village Hall, plus a Supplementary Risk Assessment for Covid19. There are also blank templates for general use. For events which utilise outside equipment, exhibitions, demonstrations, sporting or attractions, such as bouncy castles, fireworks displays, etc, then quite specific additional Risk Assessments must be undertaken.

ASHWICK & OAKHILL VILLAGE HALL

An Example Risk Assessment for Regular Meetings in the Village Hall

EVENT:	Monthly meetings of:	LOCATION:	Ashwick & Oakhill Village Hall	DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

Potential Sources of Hazard or Risk	Nature of Risk or Hazard	Who might be harmed	Risk index L x C = R			Action (to be?) taken to mitigate	Action by?	Action done?	Initials
			L	C	R				
Floors	Wet – slip hazard Uneven – trip hazard	Members, visitors				Ensure floors are dry, put up warning notices if not. Ensure no missing tiles, rubbish or un-necessary obstructions			
Wandering extension leads	Trip hazard; Electric shock	Members, visitors				Cables to projectors/laptops to run under chairs, etc and be marked and/or covered with tape. Plugs and cables to be checked for compliance with codes.			
Fire in building; Gas heaters	Asphyxiation; Gas explosion	Members, visitors				Appliances to be regularly serviced & certified safe. In event of fire, evacuate building, call emergency services, isolate supply. Report defects to Village Hall Committee (VHC)			
Kitchen	Wet floor; Burn, scald, cuts	Members, visitors				Aim to keep dry, notices deployed if wet. Water heaters to be properly maintained, tested & secure. First aid box available.			
Car Park	Vehicle movements	Members, visitors, dogs				Maintain car park surfaces in good condition; encourage thoughtful parking & min speeds; good lighting for all areas			
Path: Car Park to Hall	Uneven path, steps not visible in the dark	Members, visitors				Maintain path & steps in good condition, report defects to VHC; ensure good lighting along the path			
Medical emergency	Cuts, grazes, scalds; personal health emergencies	Members, visitors				First Aid kit available for minor cuts, bruises, etc. In the event of a major incident call emergency services.			
Specimens & visual aids	Cuts, bruises, bites, infections?	Members, visitors				Unless common or simple accessories for illustration, assess need for separate and specific Risk Assessment			

ASHWICK & OAKHILL VILLAGE HALL

An Example Supplementary Risk Assessment for COVID-19 for Meetings in the Village Hall

IMPORTANT NOTE – Before completing this Assessment please ensure that you are aware of the current guidelines for ensuring the safety of all users.

EVENT:	Monthly meetings of:	LOCATION:	Ashwick & Oakhill Village Hall	DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

Potential Sources of Hazard or Risk	Nature of Risk or Hazard	Who might be harmed	Risk index			Action (to be?) taken to mitigate	Action by?	Action done?	Initials
			L x C = R						
			L	C	R				
Cleanliness of the Hall and equipment	Previous hirers may not have adequately cleaned & sanitised facilities & equipment	Attendees and future visitors				Rota of members to arrive early to check prior to opening up; ventilate the meeting room; monitor activities during the event, dealing with any apparent safety issues, ensuring appropriate sanitisation occurs at the end of the event; attendees provide their own refreshments.			
Events in internal and confined spaces	Compliance with Social Distancing guidelines may be difficult to follow.	Attendees, especially anyone in a vulnerable category				Remind attendees of prevailing recommendations for social distancing and situations that can enhance or reduce risks of contagion, Space out seating accordingly; if appropriate, control access to certain areas and advise individuals that they may be advised not to participate in certain events or activities.			
Physical exercise and indoor games events	Contact between individuals directly or through use of shared equipment	Members and participants				Moving about, with respiration generating airborne particles; physical contact through using equipment such as bowls, table tennis balls, exercise mats, etc, especially with vulnerable attendees could be an unacceptable risk not capable of being adequately mitigated.			
Respiratory hygiene	Transmission to other people and physical surfaces	As above				Follow spatial distancing guidelines appropriate to the activity; have a seating plan; consider wearing masks; open fire doors and windows to increase ventilation			
Hand cleanliness	Contact with door handles, furniture, switches	As above				Hand sanitiser and paper towels provided on entry and exit, and in appropriate places indoors.			
Someone falls ill on the premises	Transmission to people and surfaces	As above				Remove to designated safe space in the Village Hall, isolate and follow guidelines provided by the Village Hall. Obtain contact details of all present and inform Village Hall Committee.			

ASHWICK & OAKHILL VILLAGE HALL

Supplement Risk Assessment for COVID-19 for Meetings in the Village Hall

IMPORTANT NOTE – Before completing this Assessment please ensure that you are aware of the current guidelines for ensuring the safety of all users.

EVENT:	Monthly meetings of:	LOCATION:	Ashwick & Oakhill Village Hall	DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

Potential Sources of Hazard or Risk	Nature of Risk or Hazard	Who might be harmed	Risk index L x C = R			Action (to be?) taken to mitigate	Action by?	Action done?	Initials
			L	C	R				
Cleanliness of the Hall and equipment	Previous hirers may not have adequately cleaned & sanitised facilities & equipment	Attendees and future visitors							
Events in internal and confined spaces	Compliance with Social Distancing guidelines may be difficult to follow.	Attendees, especially anyone in a vulnerable category							
Physical exercise and indoor games events	Contact between individuals directly or through use of shared equipment	Members and participants							
Respiratory hygiene	Transmission to other people and physical surfaces	As above							
Hand cleanliness	Contact with door handles, furniture, switches	As above							
Someone falls ill on the premises	Transmission to people and surfaces	As above							