

## Risk Assessment Guidance

This guidance aims to assist and provide information on risk management to all organizations, community groups or individuals to hold a safe and successful event.

Health and safety legislation applies to nearly all events, even small ones. You will need to assess your event's risks beforehand and take appropriate steps to reduce them.

You must have a named person who will be responsible for safety at your event. Larger events may need a dedicated safety officer.

The Health and Safety Executive (HSE) recommends five steps to risk assessments:

Step 1 – Identify the Hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions

Step 4 – Record your findings and implement

Step 5 – Review your assessment and update if necessary

### STEP 1 – IDENTIFY HAZARDS

First you need to work out how people could be harmed.

- ❖ Visit [www.hse.gov.uk](http://www.hse.gov.uk) for practical guidance on where hazards happen and how to control them.
- ❖ Have a walk through the site, or examine your activities and look afresh at what could cause harm – ignore the trivia and concentrate on significant hazards that may cause serious harm, or affect several people, such as fire or crushing etc.

### STEP 2 – IDENTIFY WHO MIGHT BE HARMED AND HOW

For each hazard, be clear about who could be harmed so you can decide on the best way to manage risk.

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm.

Example of hazards that should be taken into account:

- |   |                                     |
|---|-------------------------------------|
| ❖ Any slipping, tripping or falling hazards.                        | ❖ High noise levels                 |
| ❖ Hazards relating to fire risks or fire evacuation procedures.     | ❖ Lighting, heating or ventilation. |
| ❖ People attendees with visual/hearing/mobility impairments.        | ❖ Capacity within venue.            |
| ❖ Electrical safety e.g. use of any portable electrical appliances. | ❖ Kitchen usage.                    |
| ❖ Manual handling activities.                                       | ❖ Stage being used.                 |
| ❖ Alcohol e.g. Underage drinking, fights and rowdy behaviour        |                                     |

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk once you have identified the hazards, you need to consider how they might affect – your colleagues, the public, contractors and so on. Do not forget that young people are at particular risk and extra precautions will be required to deal with youthful recklessness.

Do not list individuals by name, just list groups of people

Example of what should be taken into account:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| ❖ Stewards                           | ❖ Members of the public        |
| ❖ Employees                          | ❖ Disabled persons             |
| ❖ Volunteers                         | ❖ Children and elderly persons |
| ❖ Contractors                        | ❖ Local residents              |
| ❖ Vendors, exhibitors and performers |                                |

### STEP 3 – EVALUATE THE RISKS

Having spotted the hazards, you then have to decide what to do about them. The law requires you to take reasonable steps to protect people from harm.

- ❖ Look at what you're already doing, how are you doing it what controls you have in place.
- ❖ Consider whether you can remove the hazards altogether or how you can control risks so that harm is unlikely.

## STEP 4 – RECORD YOUR FINDINGS

You may wish to use the risk assessment template provided and keep it simple, e.g.

**Hazard** = tripping over rubbish    **Control** = bins provided, regular checks to be made. Show that:

- ❖ You've done a proper check to identify a full range of hazards
- ❖ You considered all who might be affected
- ❖ You dealt with all the significant hazards, taking into account the number of people that could be involved.
- ❖ Your precautions are reasonable, and the remaining risks are low
- ❖ You record actions to deal with any improvements you need to make.
- ❖ You will make regular checks to ensure you keep your control measures in place.
- ❖ You can ensure there are clear responsibilities, i.e. who will lead on what actions, and by when.
- ❖ Priorities tackle the most important things first, i.e. the hazards that could cause the most harm.

## STEP 5 – REVIEW YOUR RISK ASSESSMENT

Events may change during the planning and on the day. You may add new activities, locations or equipment and new hazards may present themselves.

- ❖ You need to review your risk assessment to make sure it stays up to date.
- ❖ It's a good idea to set a review date before your event and to do another review on the day of the event, adding in any updates or changes.

## INFORMATION AND COMMUNICATION OF RISKS

- ❖ Where a hire has been deemed "High Risk" the Lessee must confirm to East Lothian Council in writing that a Risk Assessment has been completed at least 6 weeks, or such other time nominated, prior to the hire.
- ❖ A decision will be made as to whether the Lessee will require to meet with the Head of Establishment in person to discuss their event in more detail.
- ❖ The Lessee must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.
- ❖ The Lessee will need to retain a copy of the risk assessment

Remember the Lessee is responsible for the safety of everyone who is involved.

## INSURANCE

As a Lessee, you are responsible for the safety of everyone involved in your event, and you could be personally liable if anyone is hurt or injured due to your negligence.

You will need public liability insurance of at least £5m (Recommended) to cover you against any civil lawsuits. You should also think about whether you need cancellation insurance i.e. cancellation due to bad weather etc. You should be able to obtain both from any reputable insurance company.

If you are using contractors, check that they have their own Public Liability Insurance and that they comply with any policy terms and conditions. If you are unsure, ask to see a copy of their insurance.

Depending upon the nature of your organisation and the proposed event, other insurances may also be required.

## PEEP (Personal Emergency Evacuation Plan)

This is a plan for individuals who are unable to self-evacuate, and or require assistance

As a Lessee, you are responsible for planning for the evacuation of people who are unable to self-evacuate, and/or require some assistance to do so.

## LICENCES

To ascertain whether a licence is required for your event, you are advised to contact **Licensing Department at [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)** to discuss your event.

The Lessee must ensure that all necessary licences and related paperwork for a given type of function are granted and available for inspection on request by Officers of East Lothian Council and Police Scotland (if applicable).

## DISCLAIMER

The lessee is responsible for conducting their own risk assessment. This information is for general guidance only East Lothian Council cannot accept responsibility for advice/guidance provided by any other organisation.

## USEFUL LINKS

- ❖ [www.hse.gov.uk](http://www.hse.gov.uk)
- ❖ [www.hse.gov.uk/event-safety/](http://www.hse.gov.uk/event-safety/)
- ❖ [www.hse.gov.uk/entertainment/fairgrounds/inflatables](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables)

## Event Risk Assessment Template Form

RISK ASSESSMENT						
<b>Lessee Name:</b>						
<b>Organisation (if applicable):</b>						
<b>Event:</b>					<b>Date:</b>	
<b>Name of Premises:</b>						
<b>Completed by:</b>						
What are the hazards?	Who might be harmed and how?	What are the existing control measures?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<i>Example: People</i>	<i>Lessee, Public and Staff may be injured if capacity exceeded</i>	<i>Do not exceeding the maximum capacity agreed.  Ensure there is sufficient supervision for the event (e.g. stewards on site)</i>	<i>Lessee to carry out walk through visual inspection (prior to start of event)</i>	<i>Lessee</i>	<i>XX/XX/XX</i>	<i>XX/XX/XX</i>
<i>Slips, trips and Falls</i>	<i>Lessee, Public and Staff</i>	<i>Lessee has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.  Emergency routes to be of adequate width and kept clear at all times.</i>	<i>Lessee to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</i>	<i>Lessee</i>	<i>XX/XX/XX</i>	<i>XX/XX/XX</i>
<i>Alcohol</i>	<i>Lessee, Public and Staff</i>	<i>Lessee to monitor and discourage excessive alcohol consumption.  Lessee to brief stewards to be vigilant for underage drinking.</i>		<i>Lessee</i>	<i>XX/XX/XX</i>	<i>XX/XX/XX</i>
<i>Fire Safety</i>	<i>Lessee, Public and Staff</i>	<i>Fire exits &amp; extinguishers clearly signed.  Be aware of Fire evacuation procedure (Guidance to be provided by caretaker)  Be aware of attendees requiring assisted evacuation.  Security staff to be briefed by caretaker.</i>	<i>Lessee to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities.</i>	<i>Lessee</i>	<i>XX/XX/XX</i>	<i>XX/XX/XX</i>

## Event Safety Checklist



Below are some of the safety issues you should consider before your event takes place.

FOR EACH EVENT	Yes	No	N/A
Have key personnel been identified? e.g. Event Organiser and other event staff such as stewards, first aiders etc.? Who will be responsible for health and safety at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the site suitable for your event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you carried out walk through visual inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many people are expected to attend the event, and how many can the site hold safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you need any special permission from any people or organisations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you need or applied for a <b>licence</b> for any of your event's activities e.g. alcohol licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a Personal Emergency Evacuation Plan for people who are unable to self-evacuate, and/ or require some assistance to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you located all of the site entrances and exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency exits clear and free from slip and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have First Aid kit/facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate security in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This document is provided to assist Lessees in ensuring the health, safety and welfare of all those involved. It is for general guidance only and the list should not be considered as exhaustive.