A logo with a person in the middle

Description automatically generated

**EVENT RISK ASSESSMENT**

It is a legal requirement of any Event Organiser to ensure that an event is run safely, and to complete an event risk assessment as part of planning the event.

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| --- | --- | --- | --- |
| **Event** | | | |
| **Event name** |  | | |
| **Brief overview of event** including attendance no. |  | | |
| **Event location** (full postal address and code) |  | **Event date(s) and show time(s)** |  |
| **Risk assessment completed by** | | | |
| **Name** |  | **Date** |  |

This is a risk assessment template. You must complete it to reflect the activities, hazards and subsequent risks anticipated at your event, and to demonstrate what control measures you will put in place to reduce those risks. Use the risk scoring table on the next page to calculate your *existing* risk levels and enter them into the template (p.3), and *then* calculate your *residua*l risk levels after control measures have been implemented - and enter those accordingly. **Any residual risks rated ‘High’ or ‘Very high’ must be mitigated further to bring their score down to an acceptable level.**

**RISK SCORING TABLE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK SCORING TABLE**  **Existing risk score = severity x likelihood**  **Residual risk score (after control measures implemented) = existing severity x NEW likelihood** | | | | **SEVERITY SCORE** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| * Near miss * No treatment required | First-Aid treatment (e.g. minor cuts, bruises, bumps) | * Medical treatment * Lost time of >3 working days | * Serious injury/ medical treatment * Hospitalisation * Lost time | * Loss of life * Permanent disability |
| **LIKELIHOOD SCORE** | Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring. | 5 | **Almost Certain** | 5 | 10 | 15 | 20 | 25 |
| There is a strong possibility the event will occur. Between 65% - 95% chance of occurring. | 4 | **Likely** | 4 | 8 | 12 | 16 | 20 |
| The event has occurred before or could again. Between 35% - 65% chance of occurring. | 3 | **Possible** | 3 | 6 | 9 | 12 | 15 |
| The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring. | 2 | **Unlikely** | 2 | 4 | 6 | 8 | 10 |
| The event has not occurred before, but it may occur in exceptional circumstances.  < 5% chance of occurring. | 1 | **Rare** | 1 | 2 | 3 | 4 | 5 |

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| --- | --- | --- | --- |
| **RISK RATING** | | | |
| VERY HIGH: 15-25 | HIGH: 10-12 | MEDIUM: 5-9 | LOW: 1-4 |

| **What is the activity / hazard?** | **What is the risk / how might people be harmed?** | **Persons affected** | **EXISTING risk score:**  **= SEVERITY SCORE X LIKELIHOOD SCORE** | | | **Control measures –**  **to reduce the LIKELIHOOD of harm** | **RESIDUAL risk score:**  **= *EXISTING SEVERITY* *SCORE* X NEW LIKELIHOOD SCORE** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEVERITY** | **LIKELIHOOD** | **EXISTING SCORE** | **EXISTING SEVERITY** | **NEW LIKELIHOOD** | **RESIDUAL RISK SCORE** |
| *THIS IS AN EXAMPLE – DELETE AND COMPLETE YOUR OWN ACTIVITIES / HAZARDS:*  *Building and de-rig of temporary staging in outdoor, open, public park:*   * *Falling rigging, light or other object from height during load-in* * *Heavy equipment being moved around and erected unexpectedly in public place* | *THIS IS AN EXAMPLE – DELETE AND COMPLETE YOUR OWN RISKS:*   * *Serious head injury to those below* * *Trip or collision injury whilst moving decking, truss or flight cases and other equipment* * *Heavy upright equipment falling unexpectedly or failing and causing injury* | *THIS IS AN EXAMPLE – DELETE AND COMPLETE YOUR OWN:*   * *Staging crew* * *Event staff* * *Members of the public* | ***4*** | ***3*** | ***12*** | *THIS IS AN EXAMPLE – DELETE AND COMPLETE YOUR OWN CONTROL MEASURES:*   * *All build-crew trained in erection of staging and use of relevant equipment* * *RAMS undertaken by staging contractor and manufacturer* * *Build/de-rig area fenced-off from members of the public during erection/take-down* * *Site manager overseeing health and safety on site during build/take-down* * *Signage in place to alert public and event staff to potential hazards* * *All build-crew dressed in appropriate PPE; heavy-duty boots, hard-hats and high-vis clothing* | **4** | **2** | **8** |
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