

Risk assessment guidance

So, you've been asked to create a Risk Assessment, but you're not sure where to start, or maybe your previous one wasn't up to par. This checklist should assist you. For legal reasons, we want to clarify that this list is only a guide, it's not exhaustive, and the responsibility for assessing the risks of your event lies with you.

1. **The Hazard Column:** Here, you identify potential hazards at your event, there is a list below which may help you with points to cover. Make a thorough list and be specific. Avoid listing control measures as hazards. For example, instead of "bad weather," specify "High winds that could knock over or damage the gazebo."
2. **Identify who's at Risk:** Determine who might be affected by these hazards. This can be employees, participants, visitors, or anyone involved.
3. **Severity:** Often, this is underestimated. Severity should reflect the worst possible outcome with existing controls. For instance, if the hazard is drowning, the severity is death (4), not a minor injury (1).
4. **Likelihood:** This, too, is often underestimated. It should reflect how likely a hazard is to happen with current controls, ranging from almost certain (4) to unlikely (1).
5. **Risk Rating:** Calculate this by multiplying severity by likelihood. Any other number will lead to a rejected assessment.
6. **Existing Control Measures:** List what you're already doing to reduce risks. Be specific and detailed. For example, instead of saying "We'll consider removing the gazebo in bad weather," say "The gazebo will be removed if winds exceed 30 mph, as forecasted by the Met Office website."
7. **Additional Control Measures:** Complete this section only if the risk score is 10 or higher with existing controls. If there's a high risk of fatality or serious injury, specify extra measures.
8. **Jargon:** Explain any specialized terms used in your assessment. Don't assume others are experts in your field. Make sure your staff and participants understand these terms. Provide links to organizational codes mentioned.
9. **Legibility:** Your responsibility is to make your assessment clear and readable. It's best done on a computer, but if handwritten, ensure it's neat and scanned correctly. Avoid sending photos of handwritten pages or mobile app screenshots. Remember, your assessment might be used in court, so presentation matters. Don't forget to sign and date your risk assessment.

10. **Review and Update:** Regularly review and update your risk assessment. Whenever circumstances change, new hazards emerge, or accidents occur, revisit and adjust your assessment accordingly.

In essence, remember that a risk assessment isn't just paperwork; it's a tool to ensure safety at your event. It's crucial for thinking about safety and, in case of an accident, serves as evidence that you took reasonable precautions. Approach it with seriousness and care. Remember, communication is key throughout the process. Involve your team or relevant stakeholders, and make sure everyone is aware of the risks and the safety measures in place. Always prioritise safety, and don't hesitate to seek guidance or assistance if needed

Examples of the risks to be accounted for are:

- Managing capacity
- Arriving and leaving site
- Entrances, exits and managing people flow
- Security and other incidents
- Terrorism
- Emergency evacuation
- Traffic/vehicles on site
- Use of external companies/contractors
- Manual handling
- Structural failure
- Site specific hazards (open water/railway track/steep slopes)
- Toilets
- Weather
- Equipment failure
- Fire safety
- Electrical safety
- Noise hazards

- Slips trips and falls
- First aid arrangements
- Children, young and vulnerable people
- Litter and debris

Risk assessment example:

Hazard	Those at risk	Points to consider and outline here how you intend to manage each risk	Assessment of Risk			Further action required to control risk?
			Severity 1-4	Likelihood 1-4	Risk Rating	
Weather	All	<ul style="list-style-type: none"> • Provide adequate supply of water to prevent dehydration • Staff, volunteers and public advised to bring suitable clothing to event • Sun cream to be provided for staff and volunteers • Ensure shade is available • Ensure gazebo is weighed down. In winds of 30mph+ do not erect the gazebo. 	1	2	2	In an amber weather warning the event will be cancelled.