



# **A guide to assist you in the preparation of your Event Risk Assessment**

**VERSION 2 - 2016**

This guide has been prepared to assist you, the event organiser, in preparing your risk assessment for your event.

It lists in alphabetical order a wide range of hazards and various control measures that may assist you in carrying out and completing the risk assessment for your event.

Please note that this guide is by no means exhaustive, authoritative or complete and is only intended to motivate you the event organiser, into considering some of the many issues that are involved when organising your event.

Event organisers are encouraged to use these examples if applicable but reminded that if further detailed information is required then you should use the Event Safety “Purple Guide” available as a free download on the HSE website on the link below.

[The Event Safety Guide - HSE](#)

## **Risk Assessment foreword**

Risk assessments are required by current health and safety legislation, in particular by the Management of Health and Safety Regulations 1999.

The purpose of risk assessment is to identify hazards which could cause harm. When the hazards have been identified, consider all the people at your event who could be harmed, for example visitors, contractors, employees and any existing precautions which may already be in place.

The risks should then be evaluated considering the severity of harm from the hazard

and the frequency of it occurring if the existing precautions are not adequate.

The final step in the process is to decide what further action may be necessary to reduce the risk to an acceptable level and implement suitable measures to reduce or eliminate the risk.

Event organisers are advised to use this guide in conjunction with the Event Risk Assessment Template which can be found on your local authority website.

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Risk assessments should be conducted for the three phases of an event:

1. The build-up
2. During the event
3. The breakdown of the event
- 4.

**Because the hazards can and often do change with each phase.**

Further information and detailed, easy to follow step by step instructions on how to conduct a risk assessment can be found on the HSE website link below

[www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

The following list of hazards and suggested control measures are in alphabetical order and each one is categorised into the following areas to assist you in carrying out your event risk assessment.

**P People**

**Eq Equipment**

**T Transport**

**En Environment**

| <b><u>Hazard</u></b>                    | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|---|------------------------|---|
| <b>Access &amp; Egress:</b>             | En, T, P               | <p>Public building meets workplace requirements<br/>Confirm accessible areas.</p> <p>Confirm disabled access or mobility impaired access if available.</p> <p>Hold an evacuation exercise.<br/>Sign post disabled access.</p> <p>Traffic control;<br/>Have road signage from the main roads to be in place.</p> <p>Arrangements confirmed for joint use/access/car parking/'off road' routes and 'off road' parking with site manager.</p> <p>Maintain access/egress for emergency vehicles at all times.</p> |
| <b>Alcohol:</b>                         | P                      | <p>Proactive policing.</p> <p>Hold pre-event discussions with publicans and stallholders.</p> <p>Contact local authority for alcohol licence.</p>   |
| <b>Animals:</b>                         | En, P                  | <p>Pets - consider pet welfare (access to food and water).</p> <p>Control of any animals on leads/in cages</p> <p>Check not aggressive to public.</p> <p>Access for professional assistance dogs</p>  |
| <b>Arrival &amp; Event Installation</b> | Eq. T, P               | <p>an Event safety officer should be appointed to oversee work of any installation and to liaise with contractors and statutory authorities.</p> <p>Temporary barriers should be erected around work sites during build up and break down phases.</p> <p>All persons to be trained and competent.</p>   |

| <b><u>Hazard</u></b>      | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|---------------------------|------------------------|---|
| <b>Assaults:</b>          | P                      | Stewards/Marshalls will be instructed to be observant and respond/report.<br>Consider police support at the event.<br>Appropriate measures to ensure stewarding staff are compliant with SIA regulations.   |
| <b>Cameras:</b>           | Eq, P, T               | Static: Cameras and equipment never to be left unattended in areas that the public have access to.<br>When deemed necessary by the Event Safety Officer camera operatives will be partnered   |
| <b>Cameras continued:</b> | Eq, P, T               | by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement.<br><br>Moving cameras attached to cranes, dollies, carrying devices and hand held: Only manufacturers approved camera attachments will be used to secure cameras to moving devices designed and fit for the purpose. Secondary forms of attachment (i.e. Safeties) will be fitted to all camera equipment.<br><br>Camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement so as to reduce the likelihood of a collision as a result of 'Spatial Awareness' issues. Whenever possible sterile areas will be created and appropriately stewarded to prevent public/audience members accessing camera tracking routes.<br><br>Camera platforms: All platforms to be erected by competent contractors. Where necessary, handrails and toe-boards will be fitted.<br><br>Platforms will be stewarded to ensure that members of the public/audience cannot access platforms. A competent person will inspect platforms each day. If outriggers are used then the area needs to be barriered off. |

| <b><u>Hazard</u></b>                              | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>   |
|---|------------------------|--|
| <b>Communication:</b>                             | Eq, P                  | <p>Event Safety Officer to inspect event area.</p> <p>Conduct briefings for all participants.</p> <p>Include information for nearby residents.</p> <p>Chain of control and communication identified to all participants/press/media.</p> <p>Ensure a major incident reporting system is in place.</p> <p>Ensure a hazard reporting system is in place.</p> <p>Dynamic risk assessments carried out by all.</p> <p>Communication methods to be written in the event plan. For example, mobile / radio / public Address</p> <p>Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or radios. The Event Organiser to publicise this information prior to the event build-up.</p> <p>PA system not fit for purpose/failure of: Established contractor to be on call.</p> <p>Site visits with contractor.</p> <p>Do you require a PA system?</p> <p>Ask if contractor has experience of similar events.</p> |
| <b>Conflict between Pedestrians and Vehicles:</b> | P, T                   | <p>Ensure that parking areas are established for the Event are clearly signed and marshalled.</p> <p>Ensure queuing areas are separated from vehicular routes.</p> <p>Ensure that an effective Traffic Management Plan (TMP) is in place.</p> <p>No vehicles movement whilst the Event is open.</p>  |

| <b><u>Hazard</u></b>      | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>   |
|---------------------------|------------------------|--|
| <b>Contractors:</b>       | P                      | Contractors during events to be on immediate call to rectify problems i.e. Electricity / power, IT, communications etc.  |
| <b>Crushing/trapping:</b> | En, P, Eq              | <p>Audience Crush - Stages to be positioned and provided with sight lines such that it gives the widest possible angle of view for the audience for area available.</p> <p>If side screens are installed, ensure that restricted sight lines create areas of minimal density to each side into which crowd movement can be accommodated if necessary.</p> <p>Consider the type of event and audience profile as it may suggest whether pushing forward will be an issue.</p> <p>Stewards are to monitor and control barriers</p> <p>The audience to be monitored at all times to detect any problems that may arise.</p> |
| <b>Disability:</b>        | P, Eq                  | <p>Persons with mobility problems to contact the event organiser to determine level of support or assistance required.</p> <p>Same as the above for others with hearing or visual impairments.</p> <p>Provide viewing areas where practicable and appropriate.</p> <p>Ensure the event is DDA compliant.</p> <p>Have stewards in place on disabled ramps and other applicable areas to assist if required.</p>   |
| <b>Disorder:</b>          | P                      | <p>Consider Police/security attendance at events.</p> <p>Have procedures in place to contact Police.</p>   |

| <u>Hazard</u>       | <u>Category</u> | <u>Suggested Controls</u>  |
|---------------------|-----------------|--|
| <b>Drugs:</b>       | P               | All event staff to be advised on the policy for the consumption of alcohol and the use of recreational drugs.  |
| <b>Electricity:</b> | Eq              | <p>All portable appliances checked to ensure they are PAT tested and within date.</p> <p>All equipment brought into the event to be checked.</p> <p>Ensure that RCD protection is in place.</p> <p>Ensure that all equipment is positioned safely to avoid trailing cables.</p> <p>Individual contractors own power supplies to be certified as appropriate.</p> <p>The Event Safety officer is to check all contractors who will be on site.</p> <p><b>Generators:</b><br/>Where possible, consideration should be given to connecting units and lighting to main supplies.</p> <p>Generators should be located in secure areas away from the general public.</p> <p>Generators to be secured by fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p><b>Electrocution:</b><br/>A competent person should certify all electrical installation as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise during the event.</p> |



| <b><u>Hazard</u></b>                             | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|--|------------------------|---|
| <b>Electricity continued:</b>                    | Eq                     | <p>Mains electricity can only be taken from authorised supplies under supervision by the Event Organiser's qualified electrician.</p> <p>Duty electricians are to carry out a visual check of all electrical equipment on site prior to and during the event.</p> <p>Electricians authorised to disconnect / confiscate unsafe appliances or equipment.</p> <p>Cables erected over-ground to be at a suitable and sufficient height.</p> <p>A First Aid post to be on-site that is capable of dealing with electrical casualties.</p> |
| <b>Environmental work Place issues:</b>          | En                     | <p>Heating, lighting, ventilation to be monitored by site staff.</p> <p>Defects or housekeeping issues to be reported to Event Organiser/Safety Officer or a member of staff.</p>   |
| <b>Equipment on hire:</b>                        | Eq                     | <p>The Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p> <p>All relevant paper work / documents are to be submitted to the Event Safety Officer.</p>  |
| <b>External &amp; Internal Exhibition Areas:</b> | En, Eq                 | <p>Periodic checks by competent person in place.</p> <p>Consider the weather conditions.</p> <p>Have an evacuation plan in place.</p> <p>Housekeeping/electrical safety and display safety monitored.</p>   |
| <b>Fire Risk Assessment:</b>                     | En                     | <p>Fire Risk Assessment in place.</p>   |

| <u>Hazard</u>                           | <u>Category</u> | <u>Suggested Controls</u>  |
|---|-----------------|--|
| <b>Fire Risk Assessments Continued:</b> | En              | <p>Induction briefs to be carried out for all staff to know and locate all escape routes and exits.</p> <p>Evacuations plan in place and assembly points communicated to all persons.</p> <p>Conduct Safety walk round and checks during set up and during the event.</p> <p>LPG: LPG to be limited to a maximum of one cylinder spare in use at each unit.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Ensure that you have a LPG storage facility, remote from main event infrastructure at an agreed location.</p> <p>Cooking Fires;<br/>Caterers are to be checked by the Event Safety Officer.</p> <p>All caterers are to fill out a Pre-Event Safety Questionnaire.</p> <p>Fire fighting equipment to the normal requirements and to the satisfaction of the Fire Safety Officer required.</p> <p>Waste storage:<br/>Waste storage close to units to be provided in metal skips in secure locations away from main public areas.</p> <p>Ensure that suitable and sufficient fire fighting equipment is in place.</p> <p>Keep combustibles to minimum, no storage of combustible or explosive material permitted.</p> <p>Provide suitable and sufficient fire extinguishers at exit doors.</p> <p>Stewards to be aware of location of extinguishers</p> |

| <u>Hazard</u>                          | <u>Category</u> | <u>Suggested Controls</u>   |
|--|-----------------|---|
| <b>Fire Risk Assessment Continued;</b> | En, P, Eq       | <p>Materials that have been chemically treated to achieve their fire retardancy may Require re-certification at intervals - Event Safety Officer to check for certification.</p> <p>Fire hazard - stages:<br/>All structures to any stages are to be of flame retardant substances.</p> <p>Stage / mixer are to be equipped with CO2 power and water extinguishers.</p> <p>All generators are to have dry powder extinguishers.</p> <p>Stewards should be trained / briefed to evacuate area to allow fire appliances through if necessary and appropriate.</p> <p>Temporary structures/bars:<br/>All temporary structures / bars will be inspected prior to opening by the Event Safety Officer and the Fire Safety Officer.</p> <p>An Inspection Sheet is to be completed and signed by the operator.</p> <p>Explosion of mass display pyrotechnics:<br/>Maintain safe separation distances for containers.</p> <p>Ensure that full Compliance with current Fireworks (Safety) Regulations is maintained.</p> <p>No smoking.</p> <p>All sources of ignition banned from working areas.</p> <p>Minimise number of personnel in working areas.</p> <p>Minimise number of open containers.</p> <p>Use experienced technicians and supervision.</p> |

| <b><u>Hazard</u></b>                   | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>   |
|--|------------------------|--|
| <b>Fire Risk Assessment Continued;</b> | En, P, Eq              | <p>Fall out of lit debris onto audience:<br/>Safety observer / spotter to monitor display and to have the ability and authorisation to cease any part of the display where required.</p> <p>Secure compounds to be identified and stewarded to prevent unauthorised access to these and installation areas.</p> <p>Fireworks / Bonfire (Inclement weather):<br/>Weather &amp; wind direction are to be checked regularly.</p> <p>Consideration is to be given to delaying or rescheduling display.</p> <p>If weather too extreme event to be cancelled.</p> <p>Event Fire Safety Officer in consultation with the Fire Safety Officer to monitor the event at all times.</p> |
| <b>Ground conditions:</b>              | En                     | all event organisers to ensure that ground conditions for the event particularly for structures & vehicles are taken into consideration when planning takes place.   |
| <b>Hygiene:</b>                        | P                      | <p>Food &amp; Drink - (food hygiene training in place) compliance with the Food Safety Act.</p> <p>Sufficient toilets available, cleanliness monitored.</p>  |
| <b>Lasers:</b>                         | Eq, P                  | <p>Emissions intended for viewing are safe and without risk to health.</p> <p>The applicable Maximum Permissible Exposure (MPE) value should not be exceeded following personal exposure up to the maximum time for which an emission could remain accessible.</p> <p>Emissions that are not intended to be viewed, i.e. all those that are potentially hazardous, should be physically inaccessible.</p> <p>Reasonably foreseeable installation fault conditions, particularly scanning failure,</p>  |

| <b><u>Hazard</u></b>          | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|-------------------------------|------------------------|---|
| <b>Lasers continued:</b>      | Eq, P                  | <p>should not lead to personal exposure above the applicable MPE value.</p> <p>Evaluation of emissions having a diameter greater than that of the relevant limiting aperture, should take account of any variation in intensity with position within the beam: the limiting aperture should always be placed where the greatest emission occurs.</p> <p>NB. The British Standard specifies a limiting aperture of 7mm.</p>                                      |
| <b>Lone Working:</b>          | P                      | <p>Communication / panic button given to staff.</p> <p>Have a procedure in place for monitoring of lone working staff.</p> <p>Take pre-event consideration of working patterns to remove the tiredness aspect of event workers.</p>   |
| <b>Loss of Light:</b>         | En                     | <p>Emergency lighting and emergency exit signage present in permanent structures.</p> <p>Key stewards to be provided with torches.</p> <p>Consider the use of emergency back up lighting if required.</p>   |
| <b>Lost &amp; Vulnerable:</b> | P                      | <p>Lost children:<br/>Ensure the provision of professional, trained and CRB staff to manage lost children facility.</p> <p>Have a facility on site staffed throughout the event open periods.</p> <p>Policy and procedures in place for locating and re-uniting lost children with their parents / guardians.</p> <p>Lost child / vulnerable adult policy is to be communicated to all staff, stewards and Marshalls.</p> <p>Consider Tannoy announcements.</p> |

| <u>Hazard</u>     | <u>Category</u> | <u>Suggested Controls</u>  |
|-------------------|-----------------|--|
| <b>Machinery:</b> | Eq, P           | <p>Lifting Operations:<br/>Contractors are to ensure that every lifting operation has a nominated responsible person who is in charge of all lifting &amp; lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of who it belongs to.</p> <p>Mobile Elevated work platform (MEWP):<br/>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only are to operate MEWP.</p> <p>Ensure the use of restraint harness equipment where manufacture requires it.</p> <p>Always work within cage.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>When operating indoors ensure appropriate head protection is used.</p> <p>Hazards arising from unauthorised access to plant, structures &amp; equipment:<br/>All plant and equipment will, as far as is possible, be contained in secure areas.</p> <p>Moving machinery (fairground rides):<br/>Fairground ride layouts designed by experienced fairground operator in conjunction with Event Safety Officer and based on previous experience of fairground locations.</p> <p>Experienced operators are to provide suitable and sufficient protection and supervision.<br/>ADIPS certificates submitted to corporate Health &amp; Safety Advisor for inspection.</p> <p>maintenance and inspection regimes and public liability insurance.</p> |

| <b><u>Hazard</u></b>    | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|-------------------------|------------------------|---|
| <b>Manual handling:</b> | P, Eq                  | <p>Basic safe principles to be adopted.</p> <p>Task specific risk assessments are to be undertaken by individual contractors.</p> <p>Staff of competent contractors should be trained in 'Kinetic' lifting techniques.</p> <p>The weight of equipment is to be established before any lifting takes place.</p> <p>Build up &amp; break down;<br/>Appropriate number of staff to carry out manual handling training.</p> <p>Ensure that gloves are available.</p>  |
| <b>Means of Escape</b>  | P, Eq                  | <p>Ensure that a suitable and sufficient number of emergency exits to be positioned around the perimeter of any marquees.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied.</p> <p>Panic bolts may be fitted if appropriate.</p> <p>Exits should be stewarded throughout period of public occupation.</p> <p>Ensure that suitable and sufficient emergency signage and lighting is in place.</p> <p>Event Organiser to ensure contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Safety Officer/Fire Officer as appropriate prior to public use.</p> |
| <b>Medical:</b>         | P                      | <p>Pre-existing medical conditions - recommended volunteers to complete basic health statement report prior to participation to identify significant health issues or medication requirements.</p>  |

| <u>Hazard</u>             | <u>Category</u> | <u>Suggested Controls</u>  |
|---------------------------|-----------------|--|
| <b>Medical continued:</b> | P               | <p>Medication – GP’s advice and approval to participate to be obtained for volunteers with significant health issues.</p> <p>The Event Safety Officer will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - if not, then the medical provisions will be increased accordingly.</p> <p>Medical provisions:<br/>Provide medical cover commensurate with audience numbers.</p> <p>The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.</p> <p>Ensure that Environmental Health Risk Assessment forms to / from traders are submitted and checked.</p> |
| <b>Moving Vehicles:</b>   | T, P            | <p>Emergency Vehicle Routes (EVR’s):<br/>EVR’s clearly detailed in the site plan.</p> <p>EVRs should be stewarded at all times the event is open.</p> <p>If any track way is used it should be laid in areas where the ground surface may be unstable.</p> <p>Fire Safety Officer to facilitate practice runs to ensure practicability of EVRs.</p> <p>Stewards policing EVRs should have operational Radios and be in contact with the event control.</p> <p>Road Closed Signs to be used to make vehicles aware and to encourage them to use a different route.</p> <p>Advanced diversion signs to be used to divert vehicles away from the event.</p>             |



**Hazard**

**Category**

**Suggested Controls**

**Moving Vehicles continued: T, P**

Stewards / Marshalls should staff crossing Points to ensure no rogue vehicles encroach the event area.

Consider the use of “No Waiting” cones to be placed along the roads to ensure clear routes.

Stewards / Marshalls will be instructed to be observant and report any vehicular problems.

Parade vehicles:

Walking safety stewards will accompany each vehicle entry in the parade to assist in controlling the public.

Walking safety stewards will ensure that those riding on floats and vehicles are suitably supervised.

Additional parade stewards will guide the floats throughout the whole of the route.

Detailed briefings should be given to stewards / Marshalls & vehicle drivers and

Police to have a vehicle escort at the front and rear of the parade.

In areas where high crowd numbers are expected, crowd barriers should be set up to ensure sufficient room for the parade.

Coaching operations:

Controlled pick-up and drop-offs should be managed by experienced staff.

Use only experienced Stewards / Marshalls to park vehicles.

Use only experienced drivers.

Bus park & ride operation;

Public / bus conflict: barriers to restrict unacceptable crowd movement.

Stewards / Marshalls instructed to be

| <u>Hazard</u>                          | <u>Category</u> | <u>Suggested Controls</u>   |
|--|-----------------|---|
| <b>Moving Vehicles continued:</b> T, P |                 | <p>Stewards / Marshalls instructed to be Observant and tackle / report any problems.</p> <p>“Open to public” times:<br/>Road closures and no waiting orders, road closures, barriers, signage, speed restrictions, police officers and stewards, as detailed in the event traffic management plan and signage strategy.</p> <p>Stewards / Marshals / police officers at any access points are to prevent unauthorised vehicle movements (only Emergency Service vehicles responding to an emergency may be granted access).</p> <p>Authorised access during public hours to be supervised by marshals and agreed by Silver (Safety Officer) drivers to put on hazard warning lights and drive slowly as instructed/walked in by Marshalls.</p> <p>All official vehicles to be removed from site at Least 15 minutes prior to event start times.</p> <p>Consider having a stallholder Park and ride system and provide off-site parking.</p> <p>Stewards / Marshalls should wear high visibility clothing.</p> <p>A good practice for all events is to have a resident's newsletters and public information campaign to local people, businesses and hotels.</p> <p>Build up and breakdown:<br/>Phased car park closure /re-opening for stall builds up.</p> <p>Instructions to traders on access routes and build up / break down protocols distributed in advance.</p> <p>Staggered build up / break down times.</p> |

| <u>Hazard</u>                          | <u>Category</u> | <u>Suggested Controls</u>   |
|--|-----------------|---|
| <b>Moving Vehicles continued:</b> T, P |                 | <p>limited vehicle movements at after dark.</p> <p>Consider using designated traffic routes.</p> <p>Consider booking coach arrivals / departures.</p> <p>Consider providing information on routes and signage to drivers prior to the event.</p>  |
| <b>Noise:</b>                          | En              | <p>The Event Organiser will inform all staff and Crew of the need to provide and use Ear Protection and provide PPE when necessary.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight hour period to be identified.</p> <p>The Event Safety Officer on site is to advise staff and contractors to provide appropriate hearing protection.</p> <p>Event Organiser to ensure that sound system is designed, installed and operated by competent persons.</p> <p>Reduce noise wherever possible.</p> <p>Regular monitoring of sound levels throughout event.</p> <p>If using a PA, the contractor is to install speakers at appropriate heights and control the sound at the appropriate levels.</p> <p>The PA contractor is to control noise levels and liaise with Environmental Health team (EHT) where necessary.</p> <p>Call out number for EH team on Contacts list.</p> |
| <b>Overcrowding:</b>                   | P               | <p>Stewards / Marshalls briefed as to crowd control in the event of large numbers.</p> <p>Capacity of the event having regarding to the site lines and seating / standing arrangements are to be checked.</p>   |

| <b><u>Hazard</u></b>              | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|-----------------------------------|------------------------|---|
| <b>Overcrowding continued: P</b>  |                        | <p>if the event is ticketed, consider selling tickets in advance.</p> <p>Use stewards / Marshalls / Police / barriers to control crowd movements as required.</p> <p>The safe capacity is never to be exceeded.</p> <p>Crowd Control Barriers utilised to ensure a break in the overall site.</p> <p>Safety stewards / Marshalls are to monitor and review all areas where crowd congestion is apparent.</p> <p>In the pre-planning of the event, review the site to ascertain occupancy levels.</p> <p>Ensure that there are sufficient evacuation routes to enable crowds to be moved if required.</p> <p>Insufficient / unsuitable space:<br/>Review of the plan to eliminate such places.</p> <p>Safety Stewards monitoring of the areas highlighted as being of concern.</p> <p>Overcrowding /Crowd Evacuation /Public disorder:<br/>Event Safety Plan including crowd management plan, with crowd thinning plan.</p> <p>Ensure that the even Plan is exercised by a multi agency table top exercise and a debrief report given to each agency prior to the event.</p> <p>Public address announcements and loud hailers located around the site.</p> |
| <b>Services continued: Eq, En</b> |                        | <p>Site survey to be undertaken to review the locations of any overhead cables and buried service chambers.</p>   |

| <b><u>Hazard</u></b>             | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|----------------------------------|------------------------|---|
| <b>Services continued:</b>       | Eq, En                 | <p>Service providers to be consulted where there is any doubt relating to the possibility of encountering buried services.</p> <p>CAT Scanners to be used where doubt exists as to the location of Service cables.</p> <p>Event organiser should liaise with the utility companies and invite them to the event planning and Safety Advisory Group meetings.</p>                                |
| <b>Site clearance:</b>           | En                     | <p>Site to be thoroughly cleared prior to public congregation and after site clearance.</p> <p>Any persons required to litter pick should be provided with suitable pick up tools and PPE.</p> <p>All persons involved should be made aware of the potential health risks.</p> <p>Liaise with the local authority and invite them to the event planning and Safety Advisory Group meetings.</p> |
| <b>Slips, trips &amp; falls:</b> | P, Eq                  | <p>Advise on the wearing of the appropriate footwear and clothing.</p> <p>Be aware of support required for individuals especially onto /off bus or up /down stairs.</p> <p>Vigilance needed by all to monitor terrain and trip / slip hazards.</p> <p>Monitor housekeeping and positioning of equipment, bags, furniture etc.</p> <p>Ensure suitable and adequate lighting is available.</p>    |

| <b><u>Hazard</u></b>                           | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|--|------------------------|---|
| <b>Slips, trips &amp; falls<br/>Continued:</b> | P, Eq                  | <p>Employ litter pickers to clean during the event</p> <p>Cable runs:<br/>Minimum number of cable runs to be used.</p> <p>Where possible, these are not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level cable runs preferred.</p> <p>When possible, cables should be trenched in.</p> <p>The Event Safety Officer is to inspect.</p> <p>Temporary flooring:<br/>Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.</p> <p>Installers of any flooring should remain on site until Event Safety Officer has checked and approved the floor for use.</p> <p>Stakes &amp; Ropes (Traditional Marquees):<br/>Guy ropes stakes and other anchorages are to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.</p> <p>Stewards / Marshalls instructed to be observant and tackle / report any problems.</p> <p>Immediate response to any reported items.</p> <p>Crowd Control Barriers utilised where necessary.</p> <p>Remove waste materials promptly.</p> <p>Conduct visual inspections prior to and during event to identify any problems.</p> <p>Monitor weather forecast for ice / snow etc and liaise with county highways for additional gritting as appropriate.</p> |

| <b><u>Hazard</u></b>                           | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>   |
|--|------------------------|--|
| <b>Slips, trips &amp; falls<br/>Continued:</b> | P, Eq                  | <p>Gritting of key traffic routes in advance.</p> <p>Ask contractors to use cable matting, under road crossings, or take cable overhead on their own tripods to prevent trips.</p> <p>Hazard tape used where necessary.</p> <p>Consider the location of stalls to reduce the risk of trip hazards caused by curbs, edges and cobbles throughout the site.</p> <p>Ensure that risk assessments and public liability insurance to be provided by all stallholders, performers and contractors.</p> |
| <b>Storage of materials:</b>                   | Eq                     | <p>Safe storage locations to be identified by contractors with Event Organiser.</p> <p>Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk.</p> <p>Security may be required.</p>  |
| <b>Street Entertainment:</b>                   | P, En, Eq              | <p>Individual risk assessments and public liability insurance from each entertainer.</p> <p>Event Management team, Stewards, Marshalls and Safety Officer to monitor for unusual or potential hazardous activity and monitor for unsafe activity.</p> <p>Safety Officer can stop entertainers at any time using two way radios if crowd density or other issues make it unsafe to continue.</p> <p>All staff to be aware of unauthorised street performers and notify event control.</p>         |
| <b>Substances:</b>                             | Eq                     | <p>Control of stores hazardous to health (COSHH)</p> <p>Event organiser is to identify hazardous substances and ensure COSHH assessment and controls in place.</p>   |

| <b><u>Hazard</u></b>         | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>   |
|------------------------------|------------------------|--|
| <b>Substances Continued:</b> | Eq                     | <p>Substances that are recognised to be hazardous to health are reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>Monitor during the entire event.</p> <p>All hazardous materials used should have been COSHH assessed and a Safety Data Sheet is available for use by users.</p> <p>All staff should be instructed and trained in the use of hazardous substances.</p> <p>All of the manufacturers Hazard Data sheets should be stored in the event control office and or the first aid point.</p> <p>All hazardous substances are stored in secure and marked container(s).</p> <p>The correct PPE must be worn when required.</p>  |
| <b>Temporary Structures:</b> | Eq                     | <p>Stage cover:<br/>Hire only from reputable companies to ensure equipment is fit for purpose.</p> <p>Instructions on erecting overhead cover should be followed closely. Ensuring that cover is secure with extra weights and guy ropes if necessary. Consider not using in the event of exceptionally high winds.</p> <p>If barriers are used then collapsible ones are preferred.</p> <p>Stewards should be present at all collapsible structures.</p> <p>All structures are to be erected by competent contractors who should have been vetted in advance by Event Safety Officer.</p> <p>The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Officer should, however, intervene if</p> |



| <b><u>Hazard</u></b>                             | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|--|------------------------|---|
| <b>Temporary structures</b><br><b>Continued:</b> | Eq                     | <p>unsafe working practices are deserved.</p> <p>Areas where erection is taking place should be off limits to others not taking part.</p> <p>If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>Head protection and appropriate PPE should be worn where necessary.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate.</p> <p>The structures are to be erected by contractors who have had their health and safety standards vetted and completion certificates issued.</p> <p>The Event Safety Officer will monitor conditions on site, as they develop to ensure that design limits not exceeded.</p> <p>To be checked by competent person as appropriate.</p> |
| <b>Terrorism (Bomb threat, P, En CBRN):</b>      |                        | <p>Liaise with Police pre-event to ascertain level of Threat Assessment.</p> <p>Agree policies with emergency services for actions and ensure they are documented in the event plan.</p> <p>Agree a policy with the event security provider for your event. (It may be prudent to examine these issues at the table top exercise for the event).</p>  |
| <b>Trader &amp; Exhibitor</b><br><b>Hazards:</b> | Eq                     | <p>All traders to complete a basic risk assessment form and indicate scope of activity and sales range.</p>   |

| <u>Hazard</u>                                    | <u>Category</u> | <u>Suggested Controls</u>  |
|--|-----------------|--|
| <b>Trader &amp; Exhibitor Hazards Continued:</b> | Eq              | <p>Consider stall owners stock as it may be unsuitable for your event. For example, Alcohol, flares, fireworks etc.</p> <p>The structure of all traders' units should be checked for stability and suitability.</p>  |
| <b>Traffic:</b>                                  | T               | <p>Traffic control, road signage and directions from the main roads should be in place.</p> <p>Arrangements confirmed for joint use / access / car parking / off road routes and off road parking with site manager.</p> <p>Maintain access/egress for emergency vehicles at all times</p> <p>Segregation of unsuitable, unauthorised or private residential areas agreed and appropriate barriers signage in place.</p> <p>Consider using signage to direct main vehicles to main parking areas.</p> <p>Ensure everyone is aware of site plans, parking and facilities.</p> <p>It is good practice to recce dedicated &amp; temporary parking areas prior to and during the event.</p> <p>Stewards and Marshalls should be in place and in high visibility clothing to direct vehicles.</p> <p>Loading / unloading vehicles:<br/>The Event Organiser or event Safety Officer should control and ensure proper supervision of vehicle unloading and loading.</p> <p>If unloading / loading is undertaken on a public highway, hazard signage should be displayed and red &amp; white tape used to restrict access to the area.</p> <p>High visibility clothing must be worn when unloading vehicles on the public highway.</p> |

| <b><u>Hazard</u></b>                        | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|---|------------------------|---|
| <b>Training, briefing &amp; competency:</b> | P                      | <p>Procedures and safety instructions are to be communicated to all participants.</p> <p>The Event Organiser is responsible for organising a multi agency exercise in order to test the event safety plan. 100% attendance is recommended.</p> <p>Contractors are wholly responsible for all staff that they employ and should be competent in their areas of expertise.</p>  |
| <b>Use of PPE:</b>                          | Eq                     | <p>Staff using PPE must be trained by a competent person in its use.</p> <p>The Event Safety Officer will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.</p>  |
| <b>Visiting Public:</b>                     | P                      | <p>when planning an event, it is a good idea to set a realistic number on the number of people expected to visit.</p> <p>Get the media on board to warn and inform the local residents of the event.</p> <p>The Event Organiser is to supervise and monitor numbers of those attending.</p> <p>Have a contingency plan in place if the numbers of visitors are excessive.</p> |
| <b>Water hazard:</b>                        | En                     | <p>Stewards / Marshalls instructed to be observant and report any problems.</p> <p>Crowd barriers to be installed in problem areas and chained together to ensure the barriers cannot be pushed into the water.</p> <p>Consider the use of buoyancy aids.</p>   |

| <u>Hazard</u>              | <u>Category</u> | <u>Suggested Controls</u>  |
|----------------------------|-----------------|--|
| <b>Weather conditions:</b> | En              | <p>Advice to be given on appropriate footwear and clothing for the weather conditions.</p> <p>Information leaflet issued for invited observers and visitors prior to event.</p> <p>In the event of severe weather which constitutes a severe risk to the health and safety of those on site, The Event Safety Officer should have the authority to stop all activities until conditions improve.</p> <p>Plan for access to suitable and sufficient welfare facilities in case of severe weather</p> <p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee suppliers shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquees and immediate areas are to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the contractor.</p> <p>Event Safety Officer to monitor wind speeds using Anemometer and checking BBC / Met Office websites on a regular basis.</p> <p>Consider the effect that heavy may have on your event and on structures or equipment.</p> <p>The Event Safety Officer will have authority to stop all activity until conditions improve.</p> <p>Staff rotated and to be given sufficient breaks.</p> <p>Advise Commentators to make public announcements where necessary.</p> <p>Consider having hot and cold drinks available in case of severe weather.</p> |

| <u>Hazard</u>                                  | <u>Category</u> | <u>Suggested Controls</u>   |
|--|-----------------|---|
| <b>Weather conditions</b><br><b>Continued:</b> | En              | <p>Avoid the sun at midday and seek shade.</p> <p>Visitors to your event should be advised through various methods such as the pre-event publicity, the event programme or website to come prepared for weather conditions.</p> <p>Consider having weather advice sheets printed and ready for distribution as necessary.</p> <p>Breaks and time inside for staff who are working outside.</p> <p>Free hot &amp; cold drinks system in place for staff.</p> <p>Frequent bus collections, pick up and drop offs monitored via the Event and coach park supervisors at both 'ends'.</p> <p>The Safety Officer and members of the SAG to carry out an inspection pre-opening of the event to assess suitability of structures in relation to current weather forecast.</p> <p>Weather monitored in advance and additional weights mobilised if necessary (Safety Officer to determine).</p> <p>Local authority and the water company on call for gully emptying and standing water removal.</p> <p>In foggy or low visibility conditions Hi-visibility clothing to be worn by all event staff.</p> |
| <b>Welfare:</b>                                | P               | <p>Volunteers not expected to carry anything heavy at all, only personal possessions.</p> <p>Staff welfare breaks as mentioned above.</p> <p>Have sufficient Toilets available.</p>   |

| <b><u>Hazard</u></b>      | <b><u>Category</u></b> | <b><u>Suggested Controls</u></b>  |
|---------------------------|------------------------|---|
| <b>Welfare continued:</b> | <b>P</b>               | <p>Refreshments available.</p> <p>The Event Organiser should identify the nearest available drinking water points and toilets.</p> <p>The Event Safety Officer must inform and make all staff aware of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE etc.</p> <p>Long hours - staff:<br/>Rota for staff to be written with breaks included.</p> <p>Breaks and time indoors for staff working predominantly outdoors.</p>  |
| <b>Working at height:</b> | <b>En, Eq</b>          | <p>Supervision of working at height:<br/>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Safety Officer must have copies of all contractor Risk Assessments pertaining to Working at Height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access.</p> <p>Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use.</p> <p>Aluminium Towers:<br/>If towers are required then they are to be erected by competent personnel only.</p> <p>Use outriggers where applicable.</p> <p>Never overload working platform.</p> <p>Towers always to be erected on firm level</p> |

| <u>Hazard</u>                           | <u>Category</u> | <u>Suggested Controls</u>   |
|---|-----------------|---|
| <b>Working at height<br/>Continued:</b> | En              | <p>Towers are always to be erected on firm level grounding.</p> <p>Always empty platforms before releasing wheel locks.</p> <p>Never allow persons to ride a working platform.</p> <p>Always use decking for working on a platform.</p> <p>Do not overload platforms.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Ladders:<br/>Consider the use of a small Access Tower as an alternative work platform.</p> <p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Ladders are always to be footed.</p> <p>The use of two ladders with decking between should be avoided.</p> <p>Areas below where work at height is being conducted to be designated a hard hat area. Restricted access to areas where these activities are being undertaken.</p> <p>All contractors referred to Working at Height Regulations 2005.</p> <p>The event H&amp;S Advisor is to ensure that random inspections and advising contractors take place as necessary.</p> |