



Lincolnshire Event
Safety Partnership
.....
safe events across the county



EVENT RISK ASSESSMENT TEMPLATE 2016



Picture courtesy of The Lincolnite

EVENT RISK ASSESSMENT TEMPLATE 2016

| | | |
|---------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Event Name or logo</i> | Tenancy Dates: Flyer: Build up: Open: Break down: | Venue: |
| | | Halls in use: |
| | | Rooms in use: |
| Risk assessment undertaken by: | Event Director: | Distribution: <i>e.g.</i> <ul style="list-style-type: none"> • <i>Event Management Team</i> • <i>Floor Managers</i> • <i>Contractors</i> • <i>Venue</i> • <i>Safety Advisory Group</i> |
| Signed: Date: | Signed: Date: | |

Scope of Risk Assessment:

This risk assessment covers <event name> from <insert date & time> to <insert date & time>

Venue/Location Profile:

- Type of venue

Visitor Profile:

- Age range of attendees
- Alcohol consumption high / moderate / low
- Likelihood of some drug use – yes / no
- % Children
- % Disabled /new and expectant mothers
- Busiest times
- Average attendance

Show Profile:

- Visitor capacity at any one time:
- Details of after show events:
- Extent to which the show is likely to be vulnerable to terrorist attack or protest?

| Hazards | Consequences | Who is at Risk | P x S = R | Controls | PxS=R Action Level |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Identify Hazards</p> <p>Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm</p> | <p>What could result from the hazard?</p> <p>Describe the type of injury then categorise as follows:</p> <p>Trivial injury not requiring treatment – minor cuts and bruises</p> <p>Minor injury requiring treatment – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Major injury not life changing – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p>Death or very serious life changing injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious life changing injury to more than one person</p> | <p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organiser's staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors | <p>Risk</p> <p>P = Probability S = Severity R = Risk level</p> <p>$P \times S = R$</p> | <p>Is the risk adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls.....</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p> | <p>What is the Residual Risk?</p> <p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no further action required</p> <p>See table in footer</p> |

| Hazard | Consequences | Who is at Risk | P | S | R | Controls | P | S | R | Actn Lvl |
|--------|--------------|----------------|---|---|---|----------|---|---|---|----------|
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| Probability (P) | Severity (S) | Calculation of Risk (R) | Action Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------|------|------|------|------|------|--|---|-----|-----|------|------|------|--|---|-----|-----|-----|------|------|--|---|-----|-----|-----|-----|------|--|---|-----|-----|-----|-----|-----|--|--|---|---|---|---|---|---------------------------------------------------------------------------------------------------------------------------------|
| 5 >Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 <Very unlikely | 5-Multi death or very serious life changing injury 4-Single death or very serious life changing injury 3-Major 2-Minor 1-Trivial | <table border="1"> <tr> <td>Prob</td> <td>5</td> <td>5.M</td> <td>10.H</td> <td>15.H</td> <td>20.H</td> <td>25.H</td> </tr> <tr> <td></td> <td>4</td> <td>4.L</td> <td>8.H</td> <td>12.H</td> <td>16.H</td> <td>20.H</td> </tr> <tr> <td></td> <td>3</td> <td>3.L</td> <td>6.M</td> <td>9.H</td> <td>12.H</td> <td>15.H</td> </tr> <tr> <td></td> <td>2</td> <td>2.L</td> <td>4.L</td> <td>6.M</td> <td>8.H</td> <td>10.H</td> </tr> <tr> <td></td> <td>1</td> <td>1.L</td> <td>2.L</td> <td>3.L</td> <td>4.L</td> <td>5.M</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p style="text-align: center;">Severity</p> | Prob | 5 | 5.M | 10.H | 15.H | 20.H | 25.H | | 4 | 4.L | 8.H | 12.H | 16.H | 20.H | | 3 | 3.L | 6.M | 9.H | 12.H | 15.H | | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | | | 1 | 2 | 3 | 4 | 5 | LOW – no action required MED – justify /review for each event day HIGH –immediate action/ further controls needed |
| Prob | 5 | 5.M | 10.H | 15.H | 20.H | 25.H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | 4 | 4.L | 8.H | 12.H | 16.H | 20.H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Risks to be monitored each day as follows: (These will normally be those risks rated Medium after controls are in place)

| Hazard | Monitored by | Frequency |
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