EVENT RISK ASSESSMENT TEMPLATE (v16-1)

<table>
<tr><td>(insert show logo here)</td><td>Tenancy Dates:

Flyer:
Build up:
Open:
Break down:</td><td>Venue:</td></tr>
<tr><td></td><td></td><td>Halls in use:</td></tr>
<tr><td></td><td></td><td>Rooms in use:</td></tr>
<tr><td>Risk assessment undertaken by:</td><td>Event Director:</td><td rowspan="2">Distribution:
e.g.
Event Management Team
Floor Managers
Contractors
Venue</td></tr>
<tr><td>Signed:
Date:</td><td>Signed:
Date:</td></tr>
</table>

Scope of Risk Assessment:

This assessment covers ……from …..to…etc

Venue/Location Profile:

- Type of venue

Visitor Profile:

- Age range
- 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 xS =R	Controls	PxS=R Action Level
Identify Hazards Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm	**What could result from the hazard?** Describe the type of injury then categorise as follows: **Trivial injury not requiring treatment –** minor cuts and bruises **Minor injury requiring treatment** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) **Major injury not life changing** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible. **Death or very serious life changing injury to one person -** Loss of limb, paralysis or life changing injury from which full recovery is unlikely. **Death or very serious life changing injury to more than one person**	**Who might be harmed?** • Organiser's staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors	**Risk** P = Probability S = Severity R = Risk level P x S = R	**Is the risk adequately controlled?** Consider hierarchy of controls • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls…… Meet legal requirements? ☐ Represent best practice? ☐ Reduce risk as far as is reasonably practicable? ☐ Comply with industry standards? ☐	**What is the Residual Risk?** **Action Level** H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no further action required See table in footer

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl

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	Prob 5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
		4	4.L	8.H	12.H	16.H	20.H	MED – justify /review for each event day
		3	3.L	6.M	9.H	12.H	15.H	
		2	2.L	4.L	6.M	8.H	10.H	HIGH –immediate action/ further controls needed
		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	
			Severity					

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		2	2.L	4.L	6.M	8.H	10.H	HIGH –immediate action/ further controls needed
		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	
			Severity					

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

Notes: