**Risk Assessment form**

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| **Location** | Example |
| **Activity** | Example |
| **Date & Time** | Example |

| **Hazar****d** | **Who might be affected?** | **Possible effects/ harm** | **Risk rating H, M, L** | **Detail existing controls** | **Detail further action required to reduce risk** | **Action to be taken by** | **Revised risk rating  H, M, L** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Equipment/Site Build & Break | Contractors, event staff | Accident or injury  Covid-19 infection | M | A method of working for the break has been produced and reviewed including risk of covid-19 infection. Mitigating controls include:   * Social distancing to be maintained at all times in all areas * Regular hand washing and surface/touch point cleaning * Using back-to-back or side-to-side working whenever possible * Fixed teams/partnering to reduce number of contacts per person * Workstations to be assigned to individuals where possible or shared by the smallest number of people * Considering the maximum number of people who can safely be accommodated in each area operating within COVID-safe rules. * Keeping any close contact activity time as short as possible and wearing face coverings. * Setting up drop-off points/transfer zones to negate the need for direct contact in passing equipment between individuals. * Those clinically vulnerable to be offered the safest available roles.   Delivery and collection of equipment will be staggered/managed to reduce congestion on site. | The public are able to move freely away from equipment being erected. | Site Manager | L |
| Equipment collapse during event | Contractors, event staff, security, council staff, members of the public | Accident or injury | L | All suppliers will provide risk assessments and method statements for their equipment.  Supplier of equipment will provide staff to remain on site and manage equipment throughout the event.  Where this is not possible, the Event Manager will delegate responsibility to another member of staff to manage the equipment throughout the event. |  |  | L |
| Manual Handling | Contractors, event staff, council staff | Accident or injury | L | All appropriate staff to be trained in manual handling techniques and provided with mechanical aids as necessary. |  |  | L |
| Electricity | Contractors, event staff, security, council staff, members of the public | Accident or Injury | M | All equipment meets relative safety requirements and is PAT tested where required. All staff operating the equipment are trained in safe use. |  |  | L |
| Slips, trips and falls | Contractors, event staff, security, council staff, members of the public | Injury | M | Site inspection ahead of build as well as prior to event.  Cables and trip hazards to be covered with suitable matting.  Sufficient lighting across the site to avoid dark areas for persons to be. | Safe routes will be identified around any remaining hazards with signage as required.  All incidents and near misses will be reported to and recorded by the Event Manager. | Site Manager  Event Manager | L |
| Suppliers/ Traders/ Caterers | Contractors, event staff, security, council staff, members of the public | Covid-19 infection | M | All suppliers have been requested to provide:   * Covid-19 policies and risk assessments including queuing systems and social distancing signage * The minimum number of staff required * Staff who have declared themselves well on that day * Suitable handwashing facilities   All caterers will operate to the standards required of food service operations generally and should comply with appropriate [food service and food retailing](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)  [COVID-19 guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery).  Chairs and tables in use will be suitably spaced and frequently cleaned.  Traders will follow the [guidance for retailing](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches). |  |  |  |
| Indoor/covered structures such as toilets, marquees etc. | Contractors, event staff, security, council staff, members of the public | Covid-19 infection | M | Signs and posters will be displayed to encourage frequent and good handwashing, social distancing and queueing.  Touch points to be disinfected regularly.  Structures will be ventilated as much as possible by removing walls where appropriate and opening windows.  One-way systems will be established in smaller spaces to maintain social distancing which will be specified through signage.  Face coverings will be  mandatory for attendees present in enclosed structures in line with current guidance here <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#what-a-face-covering-is>  Signage will be used to encourage use of face coverings. Staff will encourage all visitors to follow this policy other than those exempt. Any visitors who are unwilling to comply will be referred to event security in line with other incidents of anti-social behaviour and may be asked to leave the event. | Cleaning schedules will be made visible to all users and kept up to date. | Event Manager |  |
| Crowd Management/ Overcrowding/ Crowd surge | Contractors, event staff, security, council staff, members of the public | Accident or injury  Covid-19 infection | L | The event capacity will be limited to the maximum number of people who can safely be accommodated on site operating within COVID-safe rules and will be ticketed to reflect this.  When booking tickets, attendees could be reminded not to attend if they have covid 19 symptoms and directed towards current Stay at Home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  And as Covid 19 symptoms are subject to change, they should also be directed here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>  Social distancing to be maintained at all times in all areas between persons from different households. Should persons gather without social distancing, employed security guards will ask them to disperse. If this is ineffective, the event will be shut down and not restarted until such a time as it is deemed safe to do so. Those with children should be reminded that they are responsible for supervising them at all times and ensuring social distancing.  Limitations and controls on the purchasing and consumption of alcohol have been put in place to limit the risk of alcohol impairing social distancing.  Care given at ingress, egress and pinch points to avoid crowding, including maintaining social distancing when handling tickets/checking bags etc. This will be done through staggered arrival times, signage, protective screens and multiple gates in use. Where possible, attendees will be informed which entrance/exit point they need to use.  Queue managers and stewards to control flow of people entering and exiting the site.  All available exits will be opened at the end of the event to allow sufficient crowd egress.  The site layout has been reviewed to enable social distancing. Where necessary, one-way systems will be established.  Desktop exercise to take place to discuss an overcrowding situation. | Announcements made over PA system and loud hailers to make visitors aware of situations and actions to take including reminding of social distancing.  Numbers entering and leaving site to be monitored every 15 minutes with gates being closed if numbers inside reach capacity.  Plan formulated between Event Manager and police with regard to noncompliance with social distancing | PA System operator  Event Manager  Event Manager | L |
| Test and trace requirements not met | Contractors, event staff, security, council staff, members of the public | Covid-19 infection | M | A temporary record of all staff shift patterns, workers on site and attendees to the event will be kept for 21 days to be able to assist NHS Test and Trace with requests for that data if required. |  |  | L |
| Anti-social Behaviour | Contractors, event staff, security, council staff, members of the public | Accident or injury due to vandalism  Accident or injury due to aggressive behaviour | M | Security have been employed for the duration of the event to patrol the site.  Security staff are trained in behaviour management in the event of anti-social behaviour. | Any incidents will be reported, and the Police and Medical Services will be called if required. | Event Manager | L |
| Staff/workers/ volunteers welfare | Contractors, event staff, security, council staff, | Covid-19 infection  Other ill health  Effects of lone working | M | All staff/workers/volunteers to be encouraged to travel to the site in a COVID-safe manner.  Staff and volunteers should be reminded not to attend if they have covid 19 symptoms. Stay at Home guidance can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  Covid 19 symptoms are subject to change and should be checked regularly here:  <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>  Welfare facilities will be provided including pre-packaged food and water provisions.  Touch points to be disinfected between users.  Indoor areas will be ventilated as much as possible by removing walls where appropriate and opening windows.  Signage will also be in place to maintain social distancing and any one-way systems.  Break times will be staggered, and personnel will be encouraged to take breaks outdoors where possible.  Staff to be told to wear appropriate clothing for the expected weather conditions for the time of year and bring appropriate items as required (e.g. sun cream, sun hat, water, woolly hat/scarf etc.)  Sufficient staff will be in place to avoid lone working for significant periods of time. | Staff, security and technicians will be in contact via mobile phone.  All personnel will wear a face covering when indoors with other persons.  All briefings/meetings will take place in the outdoors with participants maintaining social distancing. | All  Event Manager | L |
| Cleaning/ Sanitisation | Contractors, event staff, security, council staff, members of the public | Covid-19 infection | M | All staff and workers to be advised to wash hands thoroughly and regularly with soap and water or hand sanitiser.  Hand sanitiser stations to be positioned in appropriate locations around the site for general use and encouraging regular use.  Sanitiser will be antiviral with a high alcohol content.  Toilets, waste points and high touch points to be cleaned regularly throughout event by staff member in appropriate PPE.  Where possible, systems/equipment are used that does not involve touch.  Bins and waste will be cleared from around the site frequently by staff wearing appropriate PPE and cleaned using a suitable detergent or sanitiser. | If cleaning after a known or suspected case of COVID-19, the [specific guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) will be referred to. | Cleaning Staff | L |
| Weather and environmental conditions | Contractors, event staff, security, council staff | Ill health or injury | M | Indoor welfare facilities provided for staff.  Event will be cancelled in the event of severe weather. Decision to be made by Event Manager. |  |  | L |
| Fire | Contractors, event staff, security, council staff, members of the public | Accident or injury due to fire | L | All electrical equipment to be accompanied by a CO2 fire extinguisher and staff in the vicinity to be trained in using the extinguisher.  Fire bells to be located in temporary structures to be used to initiate evacuation in the event of a fire.  Caterers to follow specific safety instructions on the use of LPG/Diesel generators.  Waste litter bins to be located as per agreed site plan.  Hand sanitiser to be located away from naked flames or sources of static electricity. | Staff to be in communication with Event Manager and will be briefed on evacuation procedures ahead of the event. | All/Event Manager | L |
| Vehicles | Contractors, event staff, security, council staff, members of the public | Accident or injury due to vehicle movement | M | All but essential vehicles (as set out in the event management plan) must be stationary from 30 mins before event begins until 30 mins after event ends. Any essential vehicles moving must have hazard lights, headlights and any other appropriate warning lights on and operate at a speed below 5mph.  In an emergency, any other vehicles to be banksed around site. Emergency access will be maintained at all times. | Site controlled by stewards at all times during build, event and break. | Site Manager | L |
| Terrorist attack/ Hostile vehicles | Contractors, event staff, security, council staff, members of the public | Accident, injury or fatality due terrorist attack | L | Major Incident and Evacuation Plan will be in place developed with the Police, Fire and Ambulance Services and Security and Medical suppliers.  All relevant persons to be informed and/or trained in emergency procedures.  Hostile Vehicle Mitigation measures to be in place across site.  Profile searches to take place on all visitors with random bag and body searches undertaken in addition. | Communication to be maintained with staff throughout event as well as with channels to the council’s communication team and senior management. | Event Manager | L |
| Evacuation | Contractors, event staff, security, council staff, members of the public | Covid-19 infection | M | In an emergency, such as an accident or need for evacuation, people do not have to  maintain social distancing if it would be unsafe however the Emergency Evacuation Plan reflects the importance of maintaining social distancing where possible.  Sufficient trained security/stewards will be stationed at exit points to manage the exiting crowd. |  |  | L |
| Lost children/parents | Members of the public | Parents and children separated | M | Lost Child Policy will be in place as detailed in Event Management Plan. |  |  | L |
| Illness and injury | Contractors, event staff, security, council staff, members of the public | Further illness or injury  Covid-19 infection | M | Medical supplier will be on site to treat all illness and injuries and will provide their own risk assessment and method statements.  Medical supplier will provide an additional unit for the isolation if required.  Anyone attending the site who starts to feel unwell or show any symptoms of COVID-19 should immediately isolate themselves from others by returning home or attending the medical supplier’s unit. They will be encouraged to take a COVID-19 test and report to their supervisor/manager (if staff) by telephone.  Where tickets are pre-booked, advice will be given via the ticketing system on what people should do if they are unwell.  The Event Manager and Medical supplier along with individual’s manager (if appropriate) will consider sending home any other workers/attendees who have been in close contact with a person taken ill, including those who have shared transport with them. | Communication will be maintained between Medical Supplier and Event Manager throughout event. | Event Manager/ Medical | L |
| Meeting equality needs | Contractors, event staff, security, council staff, members of the public | Needs and requirements not met of disabled persons, expectant/new mothers or the particular circumstances of those with different protected characteristics | L | Details of event contacts will be made available in advance of the event through advertising allowing those with additional needs to discuss and agree appropriate  measures or adjustments to ensure compliance with equalities legislation.  Event Manager will delegate responsibility to put measures in place where possible if persons display additional needs at the event. |  |  |  |

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| **Written by** | **Signed** | **Date** |
| Example | Example | Example |
|  |  |  |
| **Supervisor** | **Signed** | **Date** |
| Example | Example | Example |

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| **Risk rating** | **Action required** |
| **High**  For example,   * fatality possible to one or more individuals however infrequent * major injury to few individuals occurring frequently * likelihood of long term muscular-skeletal problems affecting significant numbers of staff. | Immediate action required. |
| **Medium**  For example,   * major injury to one/few individuals occurring infrequently * likelihood of long term muscular-skeletal problems affecting some staff. | Requires attention as soon as possible. |
| **Low**  For example, minor injury occurring infrequently to few staff. | Not a priority, may need attention if not as low as reasonably practicable. |