

How to complete a Risk Assessment

What is a risk assessment?

A risk assessment is the identification of hazards and the application of practical control measures to eliminate or minimise risk of injury, so far as is reasonably practical.

Who can complete a risk assessment?

Anyone can complete a risk assessment, as long as they are competent. This means they may have knowledge of the task the risk assessment is being written about or has training and experience of completing a comprehensive risk assessment.

Why is a risk assessment required for an event?

Carrying out a risk assessment will help to ensure that an event runs as safely as possible. It is also a legal requirement under the Management of Health and Safety at Work Regulations 1999. This guide explains how to carry out risk assessment.

Step 1 - Identify the hazards

A **Hazard** is anything with the **potential** to cause harm.

The first step of a risk assessment is to identify the hazards associated with the activities and equipment involved in the event. For example:

- Slips, trips and fall hazards
- Crowd intensity and pinch points
- Fire hazards
- Access/ egress
- Security including cash handling
- Vehicle movement on site
- Moving parts of machinery
- Working at height
- Electrical hazards e.g. use of portable electrical appliances, generators etc.
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Chemicals or other substances hazardous to health, e.g. dust or fumes
- Hazards from specific demonstrations or activities
- Adverse weather

This list isn't exhaustive; ensure you identify any other hazards related to each particular event.

Step 2 – Identify who could be harmed and how

For each hazard identified, think about the people who could potentially be affected and how they might be harmed. For example:

People at risk may include:

- Members of the public
- Children
- Elderly people
- Disabled people
- Event staff
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Local residents
- Expectant mothers

Types of harm may include:

- Burns
- Fractures
- Bruising
- Electrocution
- Lacerations

Step 3 – Evaluate the risks

The **risk** is the likelihood of someone being harmed by the hazard and risks need to be evaluated to determine whether enough has been done to control those risks as '*far as reasonably practicable*'. Think about all the controls that have already been put in place and their effectiveness

Controls may include:

- Specific safe working procedures
- Suitable traffic management arrangements
- Provision and location of a sufficient number of stewards/ security personnel
- The provision of safe access and egress routes around the site
- Provision firefighting or other emergency equipment such as first aid supplies
- Preventing access to the hazard, e.g. by guarding parts of equipment, providing barriers etc.
- Inspections and testing of equipment used at the event
- Any information, instruction and training which has been provided, including the competence of key members of the team
- Use of personal protective equipment (PPE)

Once the hazards and controls have been recorded on the risk assessment form, the **risk can be rated**, bearing in mind that risk rating is completed only after taking account of controls **already in place**.

In order to produce a **risk rating** multiply the likelihood by the severity, which within the risk assessment template provided are categorised as follows:

- **Low risk** (1-6)
- **Medium risk** (8-15)
- **High risk** (16–25)

When assessing the **severity**, consider how the risk would impact in terms of loss or injury and always apply a rating that is **probable** rather than what is **possible**. Severity is rated on a scale of 1 – 5 with a rating of 1 being negligible and a rating of 5 being critical/ fatal.

When selecting the **likelihood**, consider the exposure frequency i.e. what is the chance that the risk occurring. Is it very unlikely to occur or highly probable to occur? Likelihood is rated on a scale of 1 – 5 with a rating of 1 being very unlikely and a rating of 5 being highly probable.

Are further actions necessary to control the risk?

Consider if additional controls are needed to reduce the risk further and record this in the risk assessment. This may be because the risk rating has been identified as high due to insufficient, inadequate or no control measures.

Where the risk rating is identified as low, this can be an indication that the control measures that are already in place are effective and no additional control measures are required.

Step 4 - Record your findings

Record the findings on a risk assessment form so that you have a record of all significant hazards, the people at risk and the controls required to minimise the risks. A template risk assessment is provided at on the events pages of the Council's website, you can opt to use this template or one of your own choice.

A copy of the completed risk assessment should then be submitted to the Council's Event team for review.

Step 5 - Review and revise

It must be remembered that risks can change as the planning of the event progresses and it must be ensured that the risk assessment is monitored, reviewed and updated where necessary.

For further information about risk assessment go to the HSE document [Five Steps to Risk Assessment](#)