

# EVENT SAFETY

## Risk Assessment

This partially completed example of an event risk assessment is for a small music festival held on a green field site for up to a maximum of 4000 attendees.

	Who and how?	What are you doing already?	Further action?	Action by
<b>Emergency procedures</b>	Workers and others risk serious, possibly fatal injury	Produced site plan and emergency procedure detailing access for emergency vehicles, clear unobstructed Emergency exit routes in case of evacuation of site.  Consultation with Police/Fire/Ambulance. Ensure Stewards/ Marshalls understand evacuation/emergency procedure prior to event	Ensure exits and gateways are unlocked and staffed by stewards throughout the event.	  <b>Completed</b>
<b>Workplace transport</b>				  <b>Completed</b>
<b>Pedestrian/ Vehicle conflict</b>	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit.  Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway.  Signage and lighting provided to warn other road users of event.	Consider temporary speed limits on Highway.  Investigate the possibility of providing a shuttle bus.  Consult on transport plans with Local Police Force and County/Council Highways authority.	  <b>Completed</b>
<b>Slips, Trips and Falls</b>	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person.  Steps, changes in level and other tripping hazards fenced if not in use.  Temporary lighting provided to walkways, toilets and general areas in use by the public after dark.  Marquee pegs protected by foam and guy ropes etc highlighted in public areas  Good housekeeping – staff 'see it and sort it'.	Provide a temporary fence to the lake.	  <b>Completed</b>
<b>Collapse of Structures</b>	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor.  Contractor(s) to provide sign off certificates for all structures.  Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily.  Check with provider(s) maximum wind speeds that structure can withstand safely.  Make contingency plans to enable closure of structure in adverse weather conditions.	  <b>Completed</b>

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<b>Hearing Damage</b>	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.			<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Medical Emergency</b>	Workers and others could become seriously ill if no emergency first aid available.			<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Lost Children</b>	Children and parents can become separated			<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Electrical Danger</b>	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.			<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Fire Safety</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Gas Safety</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>

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<b>Barrier Failure</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Fairground Rides</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Bouncy Castles</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Fireworks</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Lasers and other special effects</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Food poisoning</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>

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<b>Public Disorder</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Smoke and fogs</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Work at height</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
<b>Manual Handling</b>				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>
				<input type="text"/> <input type="text"/> <b>Completed</b> <input type="text"/>

**Who and how?**

**What are you doing already?**

**Further action?**

**Action by**

  

**Completed**

  

**Completed**

  

**Completed**

  

**Completed**

  

**Completed**