

DITTISHAM PARISH COUNCIL

Event Risk Assessment Guidance Note

A full risk assessment should be carried out for all events. This will be a legal requirement for many insurance companies.

The following guidance should aid you in carrying out your risk assessments.

Hazard identification

Hazard identification must include those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm.

The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Groups affected

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people.

The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Disabled persons.
- Children and elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

Factors to consider

The following are examples of factors to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.