

# **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.

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