

# RISK ASSESSMENT EXPLANATORY NOTES FOR OUTDOOR EVENTS

1. For every event a 'responsible person' should carry out a suitable and sufficient risk assessment of safety covering all aspects of the event applicable to contractors, public, performers/artists and participants. This may cover any structures, tents, inflatables, static sites, routes or risk associated with the nature of the event. The assessment should be carried out by a 'competent person', preferably by someone from within the organisation, but if there is no one who is 'competent', then an outside consultant, who is deemed to be 'competent', should be employed to undertake the risk assessment. A consultant may not take ownership of the findings and resultant remedial work identified by the assessment, as this is still the responsibility of the 'responsible person' within the organisation.
2. When undertaking the fire risk assessment, the organisation should adhere to any statutory requirements applicable to the event, such as:-
  - a) The Health and Safety at Work Act 1974;
  - b) The Management of Health and Safety at Work Regulations 1999;
  - c) The Manual Handling Regulations 1992;
  - d) The Workplace (Health, Safety and Welfare) Regulations 1992;
  - e) The Personal Protective Equipment at Work Regulations 1992;
  - f) Health and Safety (First Aid) Regulations 1981;
  - g) Control of Substances Hazardous to Health Regulations 2002 (COSHH);
  - h) Provision and Use of Work Equipment Regulations 1998;
  - i) Electricity at Work Regulations 1989;
  - j) Employers' Liability (Compulsory Insurance) Act 1969;
  - k) Disability Discrimination Act 2005;
  - l) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
3. This risk assessment document should only be used as a guide to assist you in the process of carrying out the risk assessment, appertaining to the safety of your event, and must remain dynamic, not static. It should be 'periodically' reviewed, when significant alterations occur, or there is reason to suspect that it is no longer valid. Once completed, the risk assessment document should be kept readily available if requested by EAG or other 'relevant enforcing authority'.
4. The risk assessment must be conducted in a practical and systematic way to identify the significant hazards and safety deficiencies at the event. **It is not a desktop exercise**, and, dependant upon the size and nature of the event, you may find it useful to include a plan of the area identifying the hazards.
5. When carrying out the risk assessment, you should identify the hazards, persons at risks, existing control measures, risk rating, remedial actions and any timetable for work to be completed. This should also be signed off by the 'responsible person' once the remedial work has been completed satisfactorily. All of the above should be entered on Sheet 1. In most cases for small events, the findings usually can be signed off as 'acceptable' without the need for further safety measures to be implemented. The EAG can advise.
6. For a small event involving one or more structures e.g. marquee, then usually one or more sheets of the risk assessment document from this guidance note will suffice.

7. Where the event is a large event involving several structures over a large area, the risk assessment should be accompanied by additional documentation and kept in one complete manual. Examples of accompanying documents to consider include:
- a) Management's safety policy, to include chain of command and demonstrate how policy is communicated to staff and other persons;
  - b) Management's safety strategy prioritised to achieve the objectives of the safety policy;
  - c) Any other relevant management standards applicable to managing safety at the event e.g. contingency plans, traffic management, adverse weather plan;
  - d) Details of the safety measures and remedial actions provided at the event/structure;
  - e) Any installation certificate and maintenance records of the above safety measures provided, carried out and signed by a 'competent person' prior to the event;
  - f) Records of:
    - (i) training of staff in safety through instruction and drills;
    - (ii) competency of the safety officer;
    - (iii) competency of the stewards/ marshals.
8. The above documents should be available upon request by the EAG or the 'relevant enforcing authority'.

## **THE FIVE STEPS IN CARRYING OUT A RISK ASSESSMENT**

Step 1 – Identify the hazards and potential hazards;

Step 2 – Identify the people at risk in that area of the above hazard, such as staff, spectators, participants, visitors, contractors, children, disabled, etc.;

Step 3 - Evaluate the risk from the hazards and decide whether your existing safety measures provided are adequate to remove, reduce or control the risk;

Step 4 - Record the findings and actions taken. Prepare an emergency plan, inform the relevant SAG of the plan and provide training;

Step 5 - Keep the assessments under review, monitor and revise where necessary.

## **Identifying the hazards**

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant 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/ generators/ fuel dumps 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.
- Using public roads, vehicle movement, traffic, etc.
- Crowd intensity and pinch points.
- The effect of crowd excitement arising from the activities.
- Weather/ temperature/ season.
- Alcohol/ drugs.
- Structures and loadings, marquees/ tents suitability, inflatable equipment, etc.
- Any other activity specific to that event which could pose a hazard.

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

## **Identifying those at risk**

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/ marshals.
- Event participants
- Employees/ volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public/ spectators.

- Disabled persons.
- Children and elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

## **Areas to consider**

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards, including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Provision of facilities.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures (including temporary, stages, barriers, stands, inflatables, tents, etc.)
- Waste management.
- Environment.

## **Assessing the risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further measures are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.

- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

## **MANAGEMENT ACTION**

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

### **Hazard**

1. Remove the hazard altogether; or
2. Replace the existing hazard with a safer alternative; or
3. Reduce the hazard to little or no risk by introducing control measures;
4. Segregate the hazard from the public;
5. Consider the use of personal protective equipment.

### **Safety Precautions**

1. Where deficiencies have been identified in the existing systems at the event, replace or upgrade as necessary to current British Standards or Guides. Where this is impracticable, introduce a management action plan as a compensatory feature, that is acceptable to the EAG or the 'relevant enforcing authority';
2. Develop and promote a safety management policy and emergency action plan, along with a safety culture at the event;
3. Inform all employees/ stewards/ marshals of the significant findings of the risk assessment, and any other affected person, e.g. caterers, contractors, etc;
4. Instruct and train staff/ stewards/ marshals in what to do in the event of an incident.

## **Further action necessary to control the risk**

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

<b>High</b>	A cross fell race in the middle of winter.
<b>Medium</b>	A swimathon across a lake in summer.
<b>Low</b>	A mime artist performing amongst the crowd at a festival.

## **Record the risk assessment findings**

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

## **Review and revise**

Risks are never static and should be continually reviewed and updated to reflect the changes during the planning of the event.

## **Information**

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

## **FURTHER INFORMATION**

If further information or advice is required on carrying out the risk assessment, following completion or upon the remedial action being proposed, please contact the County Events Group or your nearest Health and Safety Officer at either the Health and Safety Executive or District Authority Environmental Health Office as listed in the EAG 1 Notification form.

## **Definitions**

‘Responsible Person’ – person in control of an event e.g. event organiser, promoter, owner, chairman or director of the organisation, secretary, safety officer.

‘Competent Person’ - person who has sufficient training, experience, knowledge, or other suitable qualities to carry out the risk assessment and implementation of remedial actions.

‘Structure’ - any workplace, any vehicle/vessel/aircraft or hovercraft not used as a means of transport and licensed under the Vehicle Excise and Registration Act 1994, any installation on land (except a domestic house), any tent or moveable structure (including inflatables).

‘Periodically’ – means annually, unless specified specifically under other regulations.

‘Relevant Enforcing Authority’ – means Cumbria County Council, Local Authority District Licensing and Environmental Health Departments, LDNPA, Environment Agency, or the Health and Safety Executive.