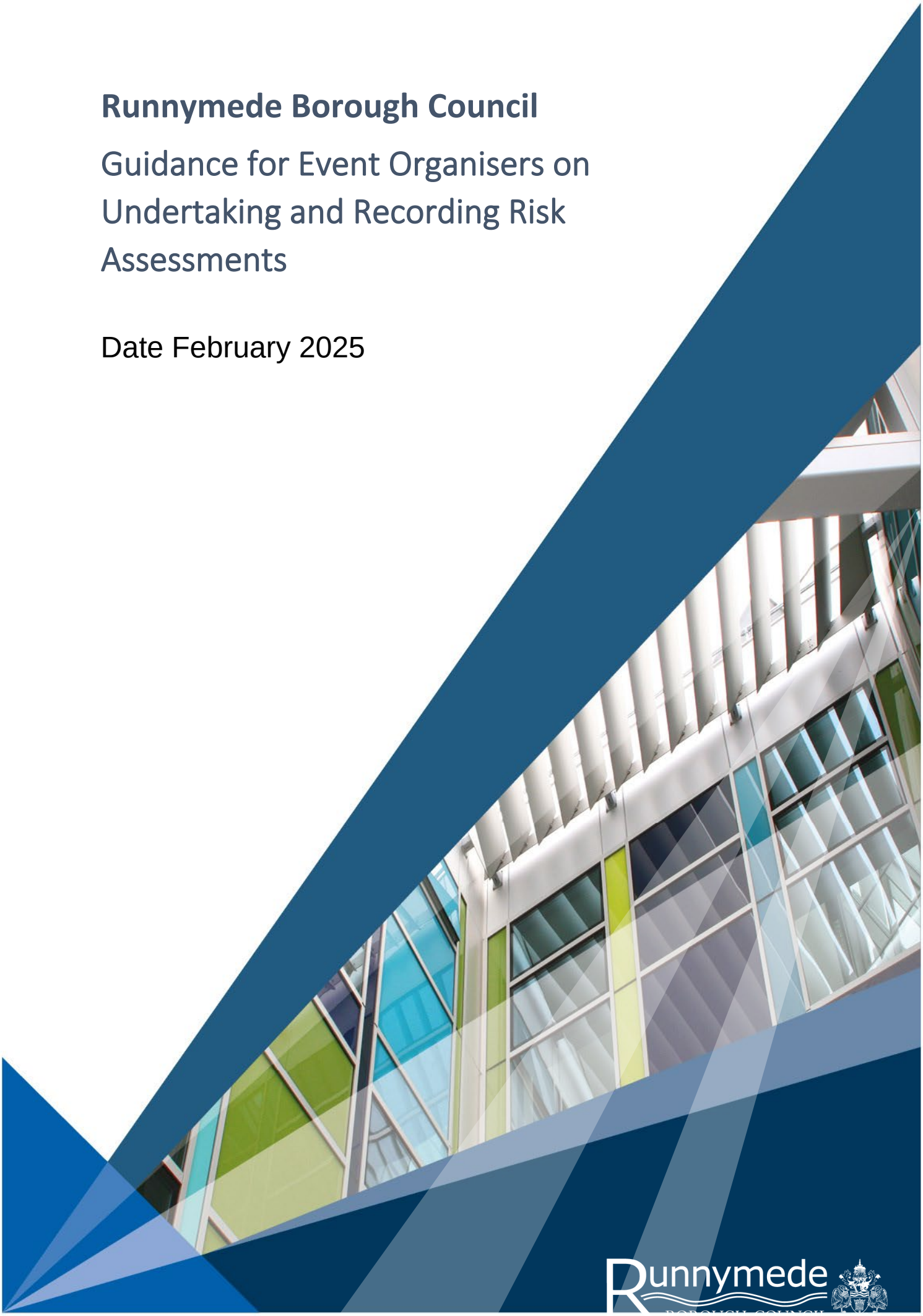
Runnymede Borough Council

Guidance for Event Organisers on Undertaking and Recording Risk Assessments

Date February 2025



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Introduction

This guidance is aimed at small, low risk events that are planned on Runnymede Borough Council land. Runnymede Borough Council has a duty to ensure the safety of people using their land under the Health & Safety at Work Act (1974) and the Occupiers Liability Acts 1957 and 1984.

You should undertake an assessment of the risks of the activities taking place at your event that might pose a hazard or risk and record what you plan to do about them to minimise the risks. The following notes and generic risk assessment example may help you to identify the hazards and risks.

A template for recording the findings of your risk assessment is available on the Council's website, but you are not obliged to use this template and you may prefer to record your findings of your risk assessment in a different layout.

Where to obtain guidance

The information in this document is for guidance only. There may be activities/risks at your event not mentioned here. Your risk assessment must reflect your event.

Information about event safety can be found free of charge on the Health and Safety Executive (HSE) website

The Purple Guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are dutyholders to manage health and safety, particularly at large-scale music and similar events. The Purple Guide is available for an annual subscription of £25 plus VAT (as at November 2023) and there is also the Purple Guide Lite.

If the Event Organiser/Hirer is not competent to carry out a suitable and sufficient risk assessment, they should seek the guidance and support of a competent Health and Safety advisor. The HSE website has information about this.

What is a risk assessment?

A risk assessment is a logical process that involves identifying significant hazards arising out of the activities that are part of the event, including setting up the event, during the event and through to packing up after the event. An important part of the risk assessment process is to identify control measures – precautions that will prevent harm from occurring or minimising the consequences if harm does occur.

Risk assessment isn't about stopping people from having fun, it's about planning how you are going to do something so that it can be done safely.

Event organisers are required to carry out a risk assessment for all events for the protection of the organisers, the participants and the attendees..

To undertake a risk assessment, follow these steps:

1. Identify hazards
2. Assess the risks
3. Control the risks
4. Record your findings
5. Review the control measures

What is the difference between hazard and risk?

A ***hazard*** is something with the potential to cause harm (this can include equipment, methods of work, the area or environment the event is taking place in, and other aspects of the organisation of the event).

A ***risk*** is the likelihood of potential harm from that hazard being realised.

The extent of the risk will depend on the **likelihood** of that harm occurring and the potential **severity** of that harm, i.e. of any resultant injury or illness and the number of people who might be affected by the hazard.

Identify the hazards - what could cause harm?

A hazard is something with the potential to cause harm. This can include equipment, methods of work, the area or environment the event is taking place in, and other aspects of the organisation of the event.

Think about the hazards relating to the individual attractions and activities that will be present, e.g.:

- adverse weather
- animals
- cash collection
- catering and food safety
- chemicals or other substances hazardous to health e.g., dust or fumes
- crowd control, capacity, bottlenecks/pinch points, access and egress, stewarding
- displays and parades, especially those involving animals, vehicles or special events.
- fire
- lasers
- manual handling activities, e.g., in setting up for the event and taking down afterwards
- noise e.g., from speakers placed next to stalls
- security and cash collection
- parades, both pedestrian and vehicular
- performances, displays, exhibitions
- potential major incidents
- slipping, tripping or falling hazards, including falling off of a stage
- stands and stalls
- vehicles driving onto the site
    - traffic control
    - parking
- violence
- waste management
- working at height

Think about the hazards relating to any equipment, structures or physical features that will be present, e.g.

- bouncy castles and other inflatables
- children’s amusement rides

- electrical equipment e.g., use of any portable electrical appliances and generators
- fun fairs, not just the safety of the rides but the suitability of the ground that large rides are placed on e.g., there might be underground services and/or pipes beneath the rides
- gantries
- heating
- lighting
- marquees and gazebos
- moving parts of machinery
- stages, including people or equipment falling off of them
- stands and stalls, including caterers and catering vans
- toilets and welfare facilities, including accessible toilets
- underground services/pipes
- ventilation
- water such as a lake, pond, river, stream, fountain
- any materials, structures or machinery on or around the site that might add risk to the event, such as ladders, water features, gas or other fuel containers, etc.

Identify all the possible hazards that could occur, e.g.

- slipping, tripping or falling hazards e.g., performers falling off of a stage
- any vehicles driving onto the site - traffic control
- poor lighting, heating or ventilation
- hazards relating to fire risks or fire evacuation procedures
- electrical safety e.g., use of any portable electrical appliances
- any chemicals or other substances hazardous to health e.g., dust or fumes
- manual handling activities, e.g., in setting up for the event and taking down afterwards
- moving parts of machinery
- high noise levels, e.g., from speakers placed next to stalls
- crowd capacity, bottlenecks/pinch points
- fire

This list is by no means exhaustive so you should consider what hazards will be present at your event. You only need to record hazards that could result in significant harm.

Who is at risk and how might they be harmed?

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

- your/your organisation's staff or volunteers
- contractors you use to provide equipment or services
- stall holders, vendors, caterers
- performers, dancers, musicians, exhibitors
- stewards/marshals
- security staff
- guests/attendees/visitors
- members of the public, passers by
- people who might be more at risk than others, e.g.
    - children (who may be unsupervised)

    - older people
    - people with disabilities
    - pregnant women
    - intoxicated people
- local residents
- potential trespassers – the law says you have a duty of care to trespassers

Other things to consider

Other things to consider when undertaking your risk assessment include:

Crowd control, capacity, access and egress. What is the maximum number of attendees you event can *safely* accommodate? How will you count how many people are present? How will you stop entry if maximum capacity has been reached? Will you need stewards? If so, how many? What training will you give them? Will they need radios of a way of communicating? Who is coordinating the stewards? Have you identified any bottlenecks or pinch points?

Emergency procedures and evacuation. How will people escape from your event? If your event venue is indoors, or if it is outdoors but surrounded by fencing, are the exits clearly marked? Is the lighting good enough for people to see their way out?

Emergency services. Do you need to notify them in advance? what is the procedure for contacting the emergency services on the day? Who will contact the emergency services? Is there a nominated person? Is there access for the emergency services' vehicles, e.g., a fire appliance?

Event security. Do you need to hire SIA qualified security guards?

Fire safety. Has a fire risk assessment been carried out for the event? Have any caterers who are cooking or heating food undertaken a fire risk assessment of their own? Are there adequate means of escape should a fire occur? Is firefighting equipment required?

First aid provision. How far is the event from emergency medical aid? Have first aid needs been assessed? Will there be a sufficient number of first aiders available? Will defibrillators be required? Will you need to hire an external first aid provider? Where will first aid treatment be administered? Is there a tent where this can be carried out in private? Will an external first aid provider need to bring an ambulance in which to carry out treatment?

Toilet facilities and welfare. Are adequate welfare facilities available for both staff and the public? Are there sufficient numbers of toilets for the number of attendees expected? Are there accessible toilet facilities? Are there baby change facilities?

Waste management. How will this be managed and disposed of? Could there be a build-up of waste which could cause slip and trips, or catch fire? You will need to do a final litter pick at the end of the event.

Evaluate the risk

The extent of the risk will depend on the **likelihood** of that harm occurring and the potential **severity** of that harm, i.e. of any resultant injury or illness and the number of people who might be affected by the hazard.

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account.

What is the likelihood of the harm occurring, and what is the severity of the consequences?

Bear in mind:

- approximate number of people expected
- excitement generated by the event or specific activity
- consumption of alcohol
- weather
- light levels

For a small event, when evaluating the likelihood and severity of the harm, score as low, medium or high. For a larger event it might be more appropriate to use a numbered system, e.g., 1 – 5.

Control the risk

You should consider what control measures or precautions you can put in place to prevent the harm from occurring. If you cannot prevent the harm from occurring, can you reduce the severity of the consequences?

Examples of control measures include:

- remove the hazard if it cannot be controlled
- prevent access to the hazard e.g., by guarding dangerous machinery parts
- implement procedures to reduce exposure to the hazard
- use a different, safer, piece of equipment
- have a dedicated person monitoring the hazard
- put written procedures in place
- train, inform and instruct staff and volunteers
- understand and comply with legislative standards, codes of good practice and British Standards
- get advice from the Health and Safety Executive www.hse.gov.uk
- put up warning signage if appropriate
- use Personal Protective Equipment (PPE).
    - The very last measure to consider if everything else has been considered and there is still a risk, is Personal Protective Equipment or PPE. PPE is to be used as a control measure as a **last resort**.
    - PPE does not eliminate the hazard and will still expose the wearer to danger if the equipment fails – if the PPE fails, there is no protection at all.
    - PPE only protects the person wearing it, not other people in the vicinity. If the PPE is not worn, not worn properly or is damaged, then harm may occur.
    - Successful use of personal protective equipment relies on good user training, the availability of the correct equipment at all times and good supervision and enforcement.

Decide how you will reduce the risks of the harm occurring and the precautions you intend to take.

Record the findings of the risk assessment

Record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference.

A template for recording the findings of your risk assessment is available on the Council's website, but you are not obliged to use this template and you may prefer to record your findings of your risk assessment in a different layout.

Risk assessments must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low

This is evidence that you and your fellow organisers have taken all reasonable precautions for a safe event.

Give a copy of the completed template to the landowner and to everyone working at the event. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Ask **all** participants who are not part of your organisation to provide you with their own written assessments and include these with your assessments. This includes:

- performers
- musicians
- stall holders
- caterers
- anyone supplying and/or operating:
    - attractions e.g., fairground rides or inflatables
    - activities
    - equipment

Review and update

Review your risk assessment - are there any new or changed hazards? Has your evaluation of the likelihood and severity of harm changed? Have you introduced any new control measures? If anything has changed, update your risk assessment.

Provision of information

Give a copy of the completed risk assessment to the landowner and to everyone working at the event. You could also refer to other documents you may have, such as manuals, codes of practice etc.

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.

Appendix 1 - example of a risk assessment for a small event

Below is an example of a risk assessment for a small event to show you what a record of a risk assessment *could* look like. You are not obliged to use this layout, it is only an example. This example indicates some of the main points you should consider when assessing risks associated with events, but it is not exhaustive. Not all of the hazards above will be appropriate to your event, and your event may have risks in addition to these. **You** must ensure that you have identified all of the significant risks to health and safety arising from your event.

Do not just copy this example and put your organisation's name to it as that would not satisfy the law and would not protect people working at or attending the event. You must think about the specific hazards and controls your event needs.

Name of event: Summer Fun Day

Venue: Anytown Park

Name of organiser: Anytown Community Group

Date of event: 1 / 8 / 2025

Evaluation of risk:
When assessing the risks of our event, we have used the following scoring:

Likelihood	**Severity**
Low	Low – slight harm
Medium	Medium – moderate harm
High	High – extreme harm

Likelihood	**Severity** **Low - slight harm**	**Severity** **Medium - moderate harm**	**Severity** **High - extreme harm**
Likelihood of harm - Low	Tolerable risk	Tolerable risk	Moderate risk
Likelihood of harm - Medium	Tolerable risk	Moderate risk	Substantial risk
Likelihood of harm - High	Moderate risk	Substantial risk	Intolerable risk

Findings of the risk assessment

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
Fuel in generator	• The fuel could catch fire or explode and event organising team members and members of the public might suffer burns, smoke inhalation or death. • If fuel spilt on skin, there could be skin reaction to the fuel	• Fuel to be stored safely. • Only trained personnel to use equipment. • Protective clothing to be issued. • A member of organisational • team will supervise generator at • all times.	E.g., low	E.g., high	E.g., Moderate
Working at height on a stepladder when putting up bunting and decorations	Contractors, staff, volunteers and stall holders may suffer serious injuries including fractures, head injuries and	• stages and marquees to be erected by a competent person/contractor. • Risk assessments/method statements of contractors checked for safe systems of work before the event. • All work at height assessed on an individual task basis.	E.g., low	E.g., high	E.g., Moderate

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
	death if they fall from height	Use ladders that are in good condition and suitable for the work and the location, and ensure people are trained and know how to use them.			
Manual handling – unloading equipment from car, moving equipment, stalls etc. when setting up/clearing up the event.	Event organising team, stall holders, contractors and other participants might suffer musculo-skeletal injuries - strains, sprains, pain and discomfort – caused by incorrect manual handling.	• If moving items from a vehicle, park vehicle as close as possible to where the equipment is to be placed, to minimise the distance items to be carried. • Ensure all staff and volunteers are instructed in the correct way to lift, carry, push, pull etc. • Provide trolleys or other equipment to move items. • Where necessary, have two or more people move items together.	E.g., medium	E.g., medium	Eg moderate
Trip hazards, e.g. • trips over cables and flexes • slips on spillages of liquids	Event organising team, stall holders, participants and the public might sustain injuries such as cuts, bruises and fractures	• Ensure no trailing cables. • Appoint marshals to undertake regular inspections of the venue to ensure no trip hazards. • Clear up all spills immediately.	E.g., medium	E.g., medium	Eg moderate

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
• trips over discarded rubbish	caused by slips, trips or falls.				
• Performer falling off of the stage during the performance and landing on the ground. • Performer falling off of the stage during the performance and landing on a person. • Equipment or props falling off of the stage during the performance and landing on a person.	Performers might suffer broken bones or other injuries caused by falling and hitting the ground or a person. Audience could suffer broken bones or other injuries caused by someone or something falling onto them.	• If stage is wet from rain, postpone performance until stage has been dried. • If it rains during performance, stop and leave the stage. • Ensure any equipment, props etc. are stable and placed sufficiently far onto stage that they cannot be knocked off. • Barrier around performance area to separate audience from performers • Trained first aiders/St John Ambulance/British Red Cross will be in attendance to treat injuries.	E.g., low	E.g., medium	Eg tolerable

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
• Faulty or damaged electrical appliances. • electric equipment getting wet from rain	Event organising team, stall holders, participants and the public might suffer electric shocks, burns, electrocution (death)	• Ensure all electrical equipment has been PAT tested. • Inspect all electrical equipment before use • Any defective equipment to be taken out of use immediately • residual current circuit breakers • equipment suitable for outdoor use • electrical equipment protected from the weather	E.g., low	E.g., high	Eg moderate
Fire at the event	All person at the event might suffer burns, smoke inhalation or death	Refer to fire risk assessment which give full details of fuel sources, heat sources, fire extinguishers etc.	E.g., low	E.g., high	Eg moderate
Moving vehicles	Severe injuries caused by impact with vehicle, e.g., fractures, head injuries, injury to internal organs or death • Event organising team members • Members of the public	• Separate entry/exit for pedestrians and vehicles • Have dedicated marked area for vehicular traffic. • Vehicle movement only permitted before and after event. • Vehicle movement must cease by half an hour prior to start of event, and vehicles not permitted to move again until half an hour after event.	E.g., low	E.g., high	Eg moderate

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
	• participants	All vehicle movement to be overseen and directed by a reversing assistant.			
Cooking equipment	Food vendors/stall holders and members of the public may suffer burns from contact with hot surfaces or flames, or scalds from contact with hot liquids or steam.	Public to be kept away from cooking equipment	E.g., low	E.g., medium	Eg tolerable
Catering	Any attendees who eat food stored incorrectly or prepared in unhygienic conditions may suffer food poisoning.	• Only reputable caterers to be used at the event whose business is registered with their Local Authority. • Food traders required to bring copies of their employees' food hygiene training certificates and their food safety management system with them to event. • Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.	E.g., low	E.g., medium	Eg tolerable

HAZARD **What could harm people?** Eg electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg low, medium or high	**What is the SEVERITY of the harm?** Eg low, medium or high	**What is the OVERALL RISK?** **Tolerable** **Moderate** **Substantial** **Intolerable**
Medical emergency	Any participant or attendee at the event might suffer injury or ill health, which could worsen if there was a delay in receiving first aid or medical attention.	• First aid for employed staff to be provided in accordance with Regulations. • First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees (source: The Purple Guide). If the hiring organisation does not have sufficient first aid qualified persons available, consider hiring professional first aiders such as St John Ambulance, Red Cross or a medical company.	E.g., low	E.g., high	Eg moderate

Date of risk assessment: 1 / 2 / 2025

Undertaken by: A Person and A N Other

Appendix 2 - example of a risk assessment for a large event

Below is an example of a risk assessment for a large event to show you what a record of a risk assessment *could* look like. You are not obliged to use this layout, it is only an example. This example indicates some of the main points you should consider when assessing risks associated with events, but it is not exhaustive. Not all of the hazards above will be appropriate to your event, and your event may have risks in addition to these, but the information can be used as a useful guide. Your risk assessment needs to be relevant and specific to your event - **you** must ensure that you have identified all of the significant risks to health and safety arising from **your** event.

Do not just copy this example and put your organisation's name to it as that would not satisfy the law and would not protect people working at or attending the event. You must think about the specific hazards and controls your event needs.

Do not just copy this example and put your organisation's name to it as that would not satisfy the law and would not protect people working at or attending the event. You must think about the specific hazards and controls your event needs.

Name of event: Summer Music Festival

Venue: Anytown Park

Name of organiser: Anytown Festival Group

Date of event: 8 / 8 / 2025

Evaluation of risk:

When assessing the risks of our event, we have used the following scoring:

Likelihood	Severity
1 - Very low	1 - Negligible/insignificant injuries
2 - Low	2 - Minor injuries
3 - Medium	3 - Moderate injuries
4 - High	4 - Major injuries
5 - Very high	5 - Multiple major injuries and/or fatality

Risk Rating Numbers are calculated by multiplying the score for likelihood by the score for severity.

Likelihood x Severity = Risk Rating Number

Risk Rating Number will thus be between 1 (i.e., likelihood of 1 and severity of 1) and 25 (i.e., likelihood of 5 and severity of 5).

Likelihood	Severity of harm 1	Severity of harm 2	Severity of harm 3	Severity of harm 4	Severity of harm 5
Likelihood of harm - 1	1	2	3	4	5
Likelihood of harm - 2	2	4	6	8	10
Likelihood of harm - 3	3	6	9	12	15
Likelihood of harm - 4	5	8	12	16	20
Likelihood of harm - 5	5	10	15	20	25

Findings of the risk assessment

HAZARD **What could harm people?** Eg machinery, electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg 1 - 5	**What is the SEVERITY of the harm?** Eg 1 - 5	**What is the OVERALL risk rating number?** Eg 1 - 25
Moving vehicles	Vehicles driving onto the field to load/unload could hit a pedestrian,	• Separate entry/exit for pedestrians and vehicles • Have dedicated marked area for vehicular traffic.	*Eg 4*	*Eg 5*	*Eg 20*

HAZARD **What could harm people?** Eg machinery, electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg 1 - 5	**What is the SEVERITY of the harm?** Eg 1 - 5	**What is the OVERALL risk rating number?** Eg 1 - 25
	including staff, volunteers, stall holders and stewards. Severe injuries could be caused by impact with vehicle, e.g., fractures, head injuries, injury to internal organs or death Vehicles driving onto the field to load/unload could hit a gantry, causing it to fall over and crush people	• Vehicle movement only permitted before and after event. • Vehicle movement must cease by half an hour prior to start of event, and vehicles not permitted to move again until half an hour after event. • 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 the event. • Consider temporary speed limits. • Investigate the possibility of providing a shuttle bus. • Consult on transport plans with Local Police Force and County/Council Highways authority • All vehicle movement to be overseen and directed by a reversing assistant.			
Poor ground conditions	People may trip over uneven ground or slip in mud, causing injuries such as cuts, bruises and fractures. Vehicles might slide on mud and collide with	• Provide ground matting to areas where slips can occur or provide barriers/cones to prevent people entering the area. • Assess areas of vehicle use. • Provide barriers to prevent access to poor ground locations. • Assess the ground conditions during the event and cordon off areas that become worse during the event.	Eg 4	Eg 3	Eg 12

HAZARD **What could harm people?** Eg machinery, electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg 1 - 5	**What is the SEVERITY of the harm?** Eg 1 - 5	**What is the OVERALL risk rating number?** Eg 1 - 25
	other vehicles, stationary objects or pedestrians, causing serious injuries including fractures and death.				
Slip, trip and fall hazards, eg • trailing cables to electrical equipment • spillages of liquids • discarded rubbish	Staff, volunteers, visitors, stall holders and stewards could slip or trip, on the level, downstairs or from height. This could cause injuries such as cuts, bruises and fractures.	• 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 • Ensure no trailing cables. • Appoint stewards to undertake regular inspections of the venue to ensure no trip hazards. • Clear up all spills immediately. • Good housekeeping – staff ‘see it and sort it’.	Eg 4	Eg 3	Eg 12
Water hazards – lake, river or stream	Visitors and children may enter the river/stream/lake	• Provide a temporary fence around the lake/river/stream. • Appoint stewards to patrol the waterside to prevent	Eg 3	Eg 5	Eg 15

HAZARD **What could harm people?** Eg machinery, electrical equipment, fuel, vehicles, structures, crowds	**WHO could be harmed by this and HOW could they be harmed?** Also consider any impact on members of the public/passers by	**What CONTROL MEASURES will you put in place to prevent the harm?** What are you putting in place to reduce the likelihood of the harm, or make any harm less serious?	**What is the LIKELIHOOD of them being harmed?** Eg 1 - 5	**What is the SEVERITY of the harm?** Eg 1 - 5	**What is the OVERALL risk rating number?** Eg 1 - 25
in the area the event is taking place	deliberately or accidentally and drown.	people approaching it • Artificial lighting to be provided during dark hours so that water/barriers can be seen.			
Collapse of Structures	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. • Check the 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.	Eg 2	Eg 5	Eg 10
Electricity: • Faulty or damaged electrical appliances • electric equipment getting wet from rain	Staff and public may suffer serious injuries including burns, electric shock or electrocution (death) from faulty electrical equipment or installation.	• ensure the equipment is suitable for outdoor use • All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. • ensure electrical equipment is protected from the weather • All generators, distribution boxes etc. to be fenced and away from the public. • All electrical equipment, including that belonging to			

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		contractors and other participants, to have been PAT tested within the last 12 months . • Inspect all electrical equipment before use • Any defective equipment to be taken out of use immediately			
Fire	All attendees could suffer burns, smoke inhalation or death.	• Refer to the fire risk assessment for the event as a whole and for each attraction/stall, which give full details of fuel sources, heat sources, fire extinguishers etc. • Copies of fire risk assessments from each caterer/vendor/stallholder/participant to be held by the event organiser. • Stewards tasked to check fire exits and keep exits clear during performances			
Fuel in generator	Fire leading to burns and smoke inhalation Explosion causing burns or death If fuel spilt on skin, the skin may suffer a reaction to the fuel	• Fuel to be stored safely. • Only trained personnel to use equipment. • Protective clothing to be issued. • A member of the organisational team will supervise generator at all times.			

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Manual handling – unloading equipment from car, moving equipment, stalls etc. when setting up/clearing up the event.	Event organising team members, stall holders and other participants may sustain musculo-skeletal injuries such as strains, sprains, pain and discomfort.	• If moving items from a vehicle, park vehicle as close as possible to where the equipment is to be placed, to minimise the distance items to be carried. • Ensure all staff and volunteers are instructed in the correct way to lift, carry, push, pull etc. • Provide trolleys or other equipment to move items. • Where necessary, have two or more people move items together.			
Work at height	Contractors, staff, volunteers and stall holders may suffer serious injuries including fractures, head injuries and death if they fall from height	• stages and marquees to be erected by a competent person/contractor. • Risk assessments/method statements of contractors checked for safe systems of work before the event. • All work at height assessed on an individual task basis. • Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.			
Medical emergency	Any participant or attendee at the event might suffer injury or ill health, which could worsen if there was a delay in receiving first	• First aid for employed staff to be provided in accordance with Regulations. • First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees (source: The Purple Guide). • If the hiring organisation does not have sufficient first			

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	aid or medical attention.	aid qualified persons available, consider hiring professional first aiders such as St John Ambulance, Red Cross or a medical company.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	• Staff trained to spot potential troublemakers, defuse tension/situations etc. throughout. • Adequate number of trained, SIA badged security staff. • Staff trained in procedures re-entry, queuing, searches, etc. and signs displayed for public. • Control of numbers at event particularly in performance areas and marquees. • Pit security staff employed to observe crowd behaviour. • Alcoholic drinks not served to people obviously under the influence. • No glass to be used/provided at the event. Drinks to be served in plastic containers. • Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.			
Crowd movements/surges	Any person attending the event could suffer serious crushing injuries	• Design layout of event to reduce concentration of people in any one place • Stewarding – trained volunteers or professional company.			

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Noise from music and amplification equipment	Staff, volunteers and the public 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	• Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB(A). • Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. • Warnings provided to the public in advance with tickets and by signage at the entrance • Areas of the stage/event identified as being within the action level and signage provided. • Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. • Staff known to be particularly at risk identified and provided with ear plugs.			
The stage - equipment on it	Equipment or props falling off of the stage during the performance and landing on a person.	• Ensure any equipment, props etc. are stable and placed sufficiently far onto stage that they cannot be knocked off. • Barrier around performance area to separate audience from performers			

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The stage – performers on it	Performer falling off of the stage during the performance and landing on the ground, causing cuts, bruises, broken bones or other injuries. Performer falling off of the stage during the performance and landing on a person, causing cuts, bruises, broken bones or other injuries to both the person falling and the person landed on.	• If stage is wet from rain, postpone performance until stage has been dried. • If it rains during performance, stop and leave the stage. • Barrier around performance area to separate audience from performers			
Cooking equipment	Food vendors/stall holders and members of the public may suffer burns from contact with hot surfaces or flames, or scalds from contact with hot liquids or steam.	• Public to be kept away from cooking equipment			

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Catering	Any attendees who eat food stored incorrectly or prepared in unhygienic conditions may suffer food poisoning.	• Only reputable caterers to be used at the event whose business is registered with their Local Authority. • Food traders required to bring copies of their employees' food hygiene training certificates and their food safety management system with them to event. • Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.			
Fairground rides	Fairground workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects. Injuries to people on the rides such as cuts, bruises, fractures or head injuries caused by falling off of rides. Injuries such as cuts, bruises, fractures or head injuries caused by items being dropped or	• Fairground operator to produce evidence of ADIPS safety inspections in advance of the event • Organiser to check these are valid for the equipment being used at the event and on the date of the event			

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	thrown from people on the fairground rides. Children climbing underneath the rides and getting trapped or coming into contact with sharp or hot surfaces or hit by moving parts.				
Bouncy castle or other inflatable	Children slipping over Children falling off the inflatable Children bouncing into others Inflatable deflating causing children to fall off Tripping over ropes anchoring the inflatable to the ground	• ensure that you have the certification for the inflatable to show it has been tested - either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960. When it's inflated and before you use it, carry out safety checks, which include the following: ▪ when using it outside, all the anchor points must be used, with metal ground stakes at least 380 mm long and 16 mm wide, with a rounded top. They should have a welded metal 'O' or 'D' ring fitted to the end ▪ all inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be – make sure they are all still in place and have not been removed			

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	Inflatable not being secured to the ground adequately and wind causing the inflatable to lift up/move.	▪ if ground stakes cannot be used because of the surface (eg tarmac) then use ballast weighing at least 163 kg with suitable fixings to attach the guy ropes. The inflatable should be tightly secured to the ground so that the wind cannot get under it and lift it up ▪ if an inflatable is being used indoors, the operator's manual will tell you what anchorage is needed to maintain the shape of the device and prevent overturn ▪ no inflatable should be used in winds above 24 mph, which is Force 5 on the Beaufort Scale (when small trees in leaf begin to sway) ▪ some inflatables may have a lower maximum wind speed for operation. Always check the manufacturer's operating manual to confirm the maximum wind speed for the safe operation of the inflatable ▪ use an anemometer to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated ▪ there are no holes or rips • all other equipment is safe, including the blower The operator should follow the instructions, including making sure: ▪ users are always supervised			

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		▪ the number of users does not exceed the limit given in the instructions ▪ people can get on and off safely, with mats at the entrance ▪ they regularly check anchor points are still secure ▪ they use an anemometer to measure wind conditions at regular intervals ▪ it is safely deflated if the weather/wind becomes unsuitable Refer to guidance on HSE website about bouncy castles and other inflatables https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm			
Oak trees - Oak Processionary Moth	If OPM caterpillars are on oak trees at the site of the event, they can cause rashes to the skin and breathing difficulties.	• identify oak trees on the site and do not use areas under these trees. • If necessary, erect barriers to prevent people from getting close to the oak trees			
Smoke and fog machines used for	Staff may suffer skin damage from handling dry ice.	• Only trained workers have access to the products, which are kept in a locked container. • Only workers trained in the risk of the product, use the products following safe systems of work – including			

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theatrical effect in performances	Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.	wearing appropriate gloves, as recommended by the manufacturer. • Signage on use of smoke and fogs put up at entrance to venue to warn the public.			
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	• NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY • assessment of suitability of venue by competent person • full risk assessment and compliance with HSE guidance.			
SITE SPECIFIC ISSUES – this must be updated regularly and consider the prevailing weather condition					

Date of risk assessment: 1 / 2 / 2025

Undertaken by: A Person and A N Other

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