

# *Sutton-in-Craven Parish Council*

## EVENTS

A risk assessment must be carried out for events held in the park this is particularly important for large events. This will be a legal requirement for in many circumstances.

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely. In some circumstances documented method statements may be needed to set out exactly how a job is to be done safely. Remember the risk assessment must consider the safety of people working on the event, users and those attending the event, passers by and those watching the event.

The Event Risk Assessment Form will aid you in carrying out your own risk assessment. **PLEASE DO NOT JUST USE THIS FORM AS IT IS.**

You must ensure **ALL RED** sections are included for your event and adjust the actions to suit your event. Then go through looking at each activity/area of concern to see whether it applies to your event, and again tailor the actions accordingly. If necessary you will need to add activities/areas of concern if they are not listed below.

***The Council do not 'approve' the risk assessment in any way but nevertheless require a signed copy to be submitted to confirm that an adequate assessment has been undertaken.***

The event risk assessment shows the best practice for many of the most common elements of events - such as bouncy castle, catering, marquee, face painting etc - and has certain compulsory sections which apply to all public events. It is usually easier to adapt the example form to your own event - cutting out what you are not having; adding in anything extra; and tailoring the Actions column to suit the size and nature of your particular event.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the risk assessments.

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

### 1. Identifying the Activity/Area of Concern

An activity is anything which is taking place as part of your event, ie: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, ie: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

## 2. Identifying the Hazard

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, ie: slipping/tripping/falling hazards, hazards relating to fire or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points - ie: areas where there is restricted access/exit for the amount of people.

## 3. Identifying the Persons at Risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, ie: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

## 4. Identifying the Current Risk Factor

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, ie: high, medium or low, and actions then taken to minimize the risk you should be taking into account any information, instruction and training regarding the event and activities involved; and compliance with legislative standards, codes of practice and British Standards. Examples of risks and their categories are as follows:-

- High: An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it.
- Medium: Face painting being undertaken without the knowledge of children's allergies.
- Low: A mime artist performing amongst the crowd.

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 as low as risk as far as is reasonably practicable.

## 5. Identifying the Actions to be Taken to Minimize each Risk

All identified risks can be minimized by taking appropriate action, ie: preventing access to the hazard by enclosure/segregation, safe working procedures, adequate signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in (4) above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

## 6. Identifying the New Risk Factor

Once you have identified the action to be taken per (5), insert the appropriate new High, Medium or Low risk rating.

And finally..... Please print your name, sign and date the form.

Review and Revise: please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.

#### Further Information

- The Event Safety Guide. A guide to health, safety and welfare at music and similar events (HSE 1999) ("The Purple Book") ISBN 07176 2453 6
- Managing Crowds Safely (HSE 2000) ISBN 01716 1834X
- 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804
- The Guide to Safety at Sports Grounds (The Stationery Office, 1997) ("The Green Guide") ISBN 011 3000095 2
- Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances (Independent Street Arts Network).  
[www.streetartsnetwork.org.uk/pages/publications.htm](http://www.streetartsnetwork.org.uk/pages/publications.htm).
- Guide to industry best practice for organising outdoor events, PAS 51; 2004 (BSI)  
[www.bsi-global.com](http://www.bsi-global.com).