

**Event Safety Risk Assessment**

**EVENT SAFETY RISK ASSESSMENT**

**RISK ASSESSMENT- IT’S A MUST!**

The success of your event is measured in many ways and safety is one

of them. As part of any good planning process hazards should be identified

and risks assessed and controlled to minimise the potential for injury or harm.

Events vary in size, nature and type, but all events require **assessment, control**

and **monitoring** of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as **Risk Registers** or **Risk Control Plans.**

Start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.



**HAZARD IDENTIFICATION**

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

Hazard “groupings” that can assist in the identification process include:

* Human – type and size of crowd expected, level of crowd participation
* Technological – mechanical, utilities such as gas and electricity
* Natural – the physical location and site area conditions
* Environmental – weather, Environment Protection Authority controlled, ground impact etc.

**RISK ASSESSMENT**

Risk Assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimization.

In order to determine a risk rating consider:

* The consequence - what will happen, the extent of harm: and
* The likelihood – chances or possibility of it occurring.

A risk assessment matrix is provided on the following page. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

MONITOR AND REVIEW

Stakeholders and Event Management

ESTABLISH THE CONTEXT

Purpose of the Risk Assessment

COMMUNICATE AND CONSULT

Stakeholders and Management

RISK ASSESSMENT

IDENTIFY HAZARDS

Associated with the activities

IDENTIFY RISKS

Associated with each hazard

ANALYSE RISKS

Decide on the need to treat

EVALUATE RISKS

Identify existing process

TREAT RISKS

Introduce control measures

**RISK CONTROL**

In order to control the risk ,you need to work out the best method of handling the risk. Look at the following methods, which are referred to as the “ hierarchy of control”, to see if you can eliminate or reduce the risk.

|  |  |
| --- | --- |
| **ELIMINATION** | **Removal of the hazard/risk or discontinuing the process** |
| **SUBSTITUTION** | **Using a less hazardous process.** |
| **ENGINEERING** | **Changing the physical characteristics of the risk. e.g. installing guards around equipment** |
| **ISOLATION** | **Isolating the risk/using remote controls etc** |
| **ADMINISTRATIVE** | **Procedures that apply a safe system of work** |
| **PERSONAL PROTECTIVE EQUIPMENT** | **Equipment that protects the user. \**This is the least preferred method of control*** |

**TEST OF PRACTICABILITY**

When applying Risk controls, regard must be given to:

* The severity of the risk or hazard
* The state of knowledge about the hazard or risk and ways of removing or mitigating that risk or hazard
* The availability and sustainability of ways to remove the risk or hazard
* The cost of removing or mitigating the hazard or risk

*Often people pick the ‘easier” option by going straight to Administrative controls or Personal Protective Equipment but there are often more effective ways to control the hazard.*

* In many cases ***consultation and discussion*** with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury.
* Focus on what is both ***realistic and practical*** so that risks are minimised to an acceptable level.
* It is vital to ensure that risk assessment covers the ***entire event*** – from set up (bump in) to dismantling (bump out), not just during the event itself.

**MOST IMPORTANTLY, CONSULT THOSE INVOLVED.**

**RISK ASSESSMENT MATRIX**

**Table 3: LEVEL OF RISK RATING**

The risk assessment matrix determines a “risk rating”, based on the likelihood and consequence of risk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONSEQUENCE** | | | | | |
| **LIKELIHOOD** | **1** | **2** | **3** | **4** | **5** |
| A (Almost certain) | Medium | Medium | High | Extreme | Extremem |
| B ( Likely) | Medium | Medium | High | High | Extremem |
| C ( Possible) | Low | Medium | Medium | High | High |
| D (Unlikely) | Low | Low | Medium | High | High |
| E (Rare) | Low | Low | Medium | High | High |

Risk assessment tables enable event organisers to allocate risk ratings to all hazards so they can prioritise and address them in a systematic way. Examples are shown

**Table 4: TOLERATION OF RISK**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Intolerable** | **Extreme** | Risk should not be justified |
| **Generally Intolerable Region** | **High** | Risk cannot be justified save in extraordinary circumstances |
| **Basic Safety Limit-** | **As low as reasonably**  **Practicable or tolerable region** | **Medium** | Drive risks towards the broadly acceptable region  Residual risk tolerable only if further risk reduction impracticable |
|  |
| **-Basic Safety Objective-** |
|  | **Broadly Acceptable Region** | **Low** | **Risk reduction not likely to be required as resources are likely to be disproportionate to reduction achieved** |

**HAZARD & RISK ASSESSMENT CONTROL CHECKLIST EXAMPLE**

Use this checklist to identify potential hazards to be addressed before completing the hazard & risk assessment table on the following pages.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **Description** | **OK** | **Not OK** | **NA** | **Details** |
| 1 | Live electrical wires or faulty equipt |  |  |  |  |
| 2 | Equipment bumping in and out |  |  |  |  |
| 3 | Performers activities, falls, and props |  |  |  |  |
| 4 | Slip, trip, fall and knock |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
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| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |

**WARDEN**: ……………………………………………………………………….(print)

**EVENT:** ………………………………………………………………………..(print)

**SIGNATURE:**………………………………………………………………………..(print)

**DATE: / / TIME:**

**GENERAL OVERVIEW: THE RISK ASSESSMENT PROCESS**

1. Identify job/process
2. Identify all the steps/processes
3. Identify the hazards associated with the tasks/process
4. Assess the risk associated with each identified hazard.
5. Determine the best way of controlling the risk. Refer to the ‘hierarchy of control’ for guidance. Use the test of practicality to determine which highest level control should be used.
6. Assess residual risk for each proposed control. Compare with the ‘Toleration of Risk’ table to assess whether the Risk is acceptable or whether further measures need to be taken.
7. The responsible manager must sign off acceptance of the risk assessment. The responsible manager is to ensure the corrective actions are actionable. The responsible manager must sign off that each corrective action is completed.
8. A copy of the risk assessment must be kept on file for reference and made available if requested.
9. An **Incident Register** is an essential part of Risk Management to make future recommendations for events.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Compiled by: |  | Phone: |  | Email: |  |
| Event: |  | Event Date: |  | Event Manager: |  |
| Reviewed by: |  | Position: |  | Review :Date |  |

**HAZARD & RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | | **Risks** | **Existing Risk Controls** | **Risk Rating** | **Toleration of existing risk controls** | **Additional Risk treatment or action plan** | **Risk Rating** | **Responsible to Monitor/supervise** |
| 01 | Live electrical wires or faulty equipment | Electro-  cution hazard to performers or patrons | All installations to be carried out by qualified electrical contractors  All leads & appliances to be tagged & tested  Earth leakage protection to be fitted & tested  All electrics to be installed in accordance with appropriate regulations  Switchboards are to be identified with signage ”Danger – High Voltage”  Temporary installations to run overhead where possible  Regular inspections by Area Wardens  Emergency lighting installed as required | E3 Medium | ALARP  (As Low As Reasonably Practicable) |  |  | Warden  Electrician |
| 02 | Equipment relocations  Bumping in & out  Staff carrying large or awkward objects | Bodily injuries to staff & public | Pre bump in contractor & production Staff induction  Bump in movements to be scheduled & agreed on by all stakeholders prior to the event  Bump in areas to be barricaded & warning signage erected  Public kept off site during bump in  No major relocations when site is open  Staff instructed to exercise care in such circumstances | D2 Low | Acceptable |  |  | Warden  Staff |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | | **Risks** | **Existing Risk Controls** | **Risk Rating** | **Toleration of existing risk controls** | **Additional Risk treatment or action plan** | **Risk Rating** | **Responsible to Monitor/supervise** |
| 03 | Performers engaged in activities  Falls and props failure | Bodily injury to performers and public | Performers to attend safety briefing  Competent performers working with professional equipment  Performers aware of the risk of public being struck by props & allow adequate safe distances at all times or suspend activity  Stage managers & area wardens supervising all performances | E2 Low | Acceptable |  |  | Producer  Stage Manager  Performers  Area Wardens |
| 04 |  |  |  |  |  |  |  |  |
| **Hazard** | | **Risks** | **Existing Risk Controls** | **Risk Rating** | **Toleration of existing risk controls** | **Additional Risk treatment or action plan** | **Risk Rating** | **Responsible to Monitor/supervise** |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | | **Risks** | **Existing Risk Controls** | **Risk Rating** | **Toleration of existing risk controls** | **Additional Risk treatment or action plan** | **Risk Rating** | **Responsible to Monitor/supervise** |
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|  |  |  |  |  |  |  |  | |

\*Photocopy as many of these pages as is necessary to cover all known risks and their control orelimination

**ADDITIONAL RECOMMENDED DOCUMENTATION**

* **Stallholders Inspection checklist**
* **Checklist for safety measures**
* **Emergency Management Plan**