

Generic Event Risk Assessment Guidance

Introduction

The following guidance is designed to help anyone organising or managing events to write, check and review event risk assessments. The lists of standard activities, significant hazards and corresponding controls are not exhaustive. They are offered purely as guidance. They can be adapted, amended or added to as necessary. The information contained in the risk assessment, depends on the activities that are happening at the event, the hazards identified and the level of risk present.

Key areas of guidance

The first section is headed “**Activities**”. The activities listed are reasonably predictable in respect of regular events, however, this list can be added to, as and when other events are planned.

The second section is headed “**Significant Hazards**”. Most event risk assessments will have significant hazards which will appear with regularity and a list of these hazards appears below. However, there may be some other significant hazards which do not appear in the list. These can be added as necessary, making the event risk assessment unique to each event.

There is also a list of suggested controls headed; “**Corresponding existing control measures**” that correspond to each **Significant Hazard**. Again, this list is not exhaustive and can be adapted, amended or added to as you see fit. Remember, each event is unique, as is the event risk assessment.

Remember that risk assessments must be reviewed regularly. This means that for events of a similar nature, or ones which recur regularly, there’s no need to write a new risk assessment every single time.

Other areas of guidance

Brief guidance is also included on the “who might be the harmed and how”, and “how to quantify the risk rating” sections.

The Event Organizer or Manager should ensure that any control measures are put in place and monitored for effectiveness. Any additional identified **Significant Hazards** that do not appear in the list must be added and suitable control measures put in place. The risk rating should then be reassessed and reduced to a more tolerable level. ***(See the “Risk guidance – rating matrix” in the Events Risk Assessment template document).***

Included in this guidance is a list of key contacts and generic guidance on planning an event (a Hall Event Safety Plan checklist). This will assist those writing an Event Safety Plan. It consists of a simple checklist, (again not an exhaustive one), which, once the questions are answered and the information provided, will help form a plan which will support the Event Risk Assessment.

Note; An “Approval form –No Drinking zone / P.A. systems and broadcast” must be submitted to the Community Relations Officer; Tel; 228696. If any of the following are part of an event; voice public address system (PA) and music (e.g. live entertainment, live band/s, recorded music, PA announcements, fair rides including broadcast music or other likely sources of noise (e.g. fireworks).

Activity(s):

- Provision of catering e.g. BBQ's, Hog Roasts, Bars.
- Provision of Inflatable and other types of play equipment. E.g. bouncy castles, slides, Sumo, Gladiators, bungee runs, Fairground rides etc.
- Erection of temporary structures e.g. marquees, gazebos, stages, lighting rigs etc
- Use of live or recorded music, PA systems, crowd noise etc. leading to nuisances.
- Provision of special effects; e.g. fireworks, lasers
- Travel to and back from, externally hosted events, e.g. river cruises, paintball etc.

Significant hazards:

▪ **Fire and Emergency**

- Layout of activities, tables or seating may restrict fire exit routes
- Sources of ignition or fuel for fires, (e.g. electrical equipment, LPG, smoking (external events) and the presence of combustible materials (e.g. decorations, litter etc.) increase the risk of fire and its effects.
- Failure to evacuate quickly and safely. People unaware of evacuation procedure
- People with impaired mobility may have difficulty evacuating
- Unforeseen changes which put the event as a whole, at risk, e.g. severe weather, bomb threat, suspicious packages etc.

▪ **Slips, trips and falls**

- Large numbers of people trying to move around area may trip and fall or cause an obstruction, leading to injuries.
- Injuries to guests, employees or contractors due to slip and trip hazards in and around the event area, including trailing cables, waste such as discarded rubbish etc and Bouncy Castle tethering ropes or uneven ground.

▪ **Overcrowding:**

- Overcrowding of the area may create an uncomfortable room temperature, (internal events). The ingress of uninvited persons may cause tensions. Overcrowding may also delay evacuation of the area in the event of an emergency. It can cause aggressive behaviour as well as fainting and illness.

▪ **Manual handling:**

- Movement of heavy or awkwardly shaped loads such as chairs or tables, display stands and equipment may lead to back injuries or other manual handling related injuries.

▪ **Working at height:**

- People falling from height due to:
 - Use of unsuitable equipment such as chairs or tables to gain access to height.
 - Improper use of inappropriate or damaged stepladders or ladders.
- Overly boisterous or gymnastic behaviour on an item of inflatable play equipment, e.g. Bouncy Castle, causing someone to fall from the equipment or land awkwardly.

▪ **Electrical equipment:**

- Electric shock, burn, explosion or fire from the use of unsafe transportable or portable electrical equipment.

▪ **Food borne pathogens or contamination (See Events Contacts list below regarding food safety advice)**

- Inadequate attention to food hygiene, inadequate washing facilities or food storage facilities can lead to people suffering ill health through exposure to food borne pathogens.
- Some attendees may have food intolerances

▪ **Unsafe activities by third parties:**

- Performer, service provider or contractor activities that may put attendees at risk, e.g. fire eaters, stilt walkers etc.

▪ **Stress**

- Potential stressors are:
 - Not allowing sufficient time and resources for planning and delivery of the event. E.g. late notice of the event to stakeholders.
 - Noise, food smells or other disturbances may affect the local community or other users of the premises, thereby causing a nuisance.

▪ **Unruly behaviour / violence**

- Event attendees may engage in horseplay, irresponsible or aggressive behaviour, particularly if under the influence of alcohol, potentially injuring others.
- Overly boisterous or inappropriate gymnastic behaviour on inflatable play equipment
- There is a risk to security if money is being taken during the event, the person responsible for that activity must have adequate security arrangements in place.

▪ **Welfare facilities**

- Too few toilets (male/female)
- Poor levels of hygiene through overuse, misuse or lack of maintenance of toilets
- Lack of hot or warm water, soap and towels for hand washing.
- Lack of fresh drinking water

▪ **Damage to underground services**

- Services may be damaged if marquees etc require anchoring with pegs or spikes driven into the ground. There is a risk of serious injury or death if this work is not controlled. *(Note: A ground scan and Permit to Dig is required from Facilities Management. Contact the FM helpdesk on 222121 for further information).*

Who might be harmed?

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| <ul style="list-style-type: none"> ▪ Students ▪ University staff and visiting presenters, service providers and contractors. ▪ People attending the event, e.g. the audience, guests ▪ People who may be especially at risk: children, people with disabilities, pregnant or nursing mothers, people with food intolerances ▪ Passers by | |
| How might they be harmed? | |
| <ul style="list-style-type: none"> ▪ What types of injury, ill effects or damage might occur e.g. bruises, lacerations, fractures, loss of consciousness, death, damage to property or plant and equipment etc. | |
| Initial risk rating | |
| <ul style="list-style-type: none"> ▪ Using the risk rating matrix at the bottom of the risk assessment template, assess the risk rating for the identified hazards taking into consideration the existing controls already in place. Decide if this rating is tolerable, or if you need to do more to reduce the level of risk to a more tolerable level. Put the controls in place, monitor their effectiveness, record the risk assessment and review the risk assessment regularly. How often this is, will depend upon the activities at the event, size of audience etc. | |
| Corresponding existing control measures: | In Place? Y / N / NA |
| <p>Fire and other emergencies:</p> <ul style="list-style-type: none"> ▪ Provide fire-fighting equipment (FFE). (Only trained people should use FFE). ▪ Number of attendees plus event staff must not exceed room or site capacity, (where applicable). <i>(NB: If you do not know the room/site capacity, contact the University Fire Safety Officer in good time).</i> ▪ Ensure means of raising the alarm and communicating quickly with Event staff is available (e.g. confirm availability of mobile phones, emergency numbers are distributed prior to the Event). Ensure batteries are charged and spares available. ▪ Where appropriate, a suitable number of fire exits are provided in suitable places and clearly signed. ▪ Exits and signage must not be obscured or obstructed. ▪ All event safety staff are made aware of emergency evacuation procedures, assembly points and how to summon the emergency services. ▪ Ensure decorations are not positioned close to heat sources (e.g. spotlights) Candles / naked flames must not be used without prior permission of the University Fire Safety Officer. If used, they must be fire retardant. ▪ Where practicable, advise attendees of emergency arrangements at the start of the event. ▪ If practicable, ask attendees to inform you of any disabilities that may impair them in the event of an emergency e.g. mobility issue. Seek advice from the University Fire Safety Officer. ▪ Unplanned changes may introduce risks to the event e.g. severe weather events which cause ground conditions to deteriorate, bomb threat or a suspicious package. ▪ Unexpected events which may lead to last minute changes that could increase risk. (E.g. moving an outdoor event inside, leading to overcrowding). <p>Slips, trips & falls:</p> <ul style="list-style-type: none"> ▪ Equipment is arranged so that cables etc do not trail across the floor. If | |

unavoidable, provide cable covers.

- For outdoor events check the ground is level, without holes or slopes and not liable to become excessively slippery. Temporary non slip surfaces may be required.
- Event organisers should inspect the site on the day of event for potential slip and trip hazards.
- Event organisers to ensure event staff monitor for trips hazards such as discarded litter and that exit routes and gangways are kept clear of obstructions.
- Proper supervision by the contractor and event staff, of inflatable play equipment, to ensure that users do not fall from the equipment injuring themselves.

Overcrowding:

- Room / site capacity numbers to be adhered to. If the event is likely to be popular, consider controlling numbers through issue of tickets, use of “clickers” at access points, monitored by Stewards.
- Take account of furniture and equipment and how it’s arranged. Ensure sufficient space for people to move safely and fire exits are kept clear.

Manual Handling:

- Only employees trained in safe manual handling techniques should consider moving heavy furniture and equipment. Handling aids should be provided where required. A manual handling risk assessment should be undertaken where manual handling is a hazard.
- Manual handling safe lifting techniques training is available from the University Health and Safety Service.

Working at Height:

- Provide suitable access equipment. Use the right equipment for the job
- Check the condition of equipment prior to the event to ensure it is safe. Report defects and have equipment replaced or repaired as required.
- Provide work at height training to users of ladders and stepladders in their safe use.
- Mobile scaffolds and mobile elevated platforms should only be used by people who are trained and competent to do so.
- Only ladders prescribed as suitable for use in the workplace can be used. (e.g. Stepladders and British Standard 131)

Electrical Equipment:

- Subject to an electrical safety risk assessment, all portable or transportable electrical equipment must have undergone a system of visual checks, formal inspections and / or (where necessary) Portable Appliance Tests (PAT)). Where contractor’s portable electrical equipment is used, records of their PAT tests should be checked.
- Portable electrical heaters must not be used outside.
- Minimise use of extension leads and do not join several together. This is known as “daisy-chaining”). If an extension reel is used, the cable must be fully

unwound before use.

- Only electrical equipment manufactured to the appropriate British Standard, should be used externally.

Food borne pathogens or contamination:

- Event organizers must contact Catering Managers for the necessary advice and guidance of Food Safety.
- Contractors providing services such as catering / refreshments, e.g. hog roasts, fish & chips, burgers, ice cream and drinks, (alcoholic or otherwise), etc must receive local induction, before they start work. (*Internal contractors e.g. Campus Living, are exempt.*)
- External Caterers must comply with the University Food Safety Policy. External caterers must be on the preferred suppliers list; (Contact Catering managers – See “Event Contacts List”)
- External Caterers must comply with the University external food service provider policy guidance.
- External Caterers must be asked to complete the “External Food Service Provider Questionnaire”. (Obtainable from Catering Managers. This should be sent to Catering Managers for approval.
- Food suppliers are responsible for ensuring hygiene and food safety requirements are met. They are also responsible for ensuring their catering equipment is safe. The event organiser must ensure that they are fully insured and competent and carry out their operations safely and in accordance with food safety requirements
- The event organiser should check that the food supplier is registered with their home local authority and ascertain their food rating. E.g. “scores on the doors”. (*Go to the Food Standard Agency website; <http://www.food.gov.uk/>*)
- Where possible, food should be supplied by Campus Living or external food suppliers. Where food is supplied, whether charges for food are made or not, by local event staff or members of a Hall Committee, it is strongly recommended that local authority (Environmental Health) guidance is sought and followed with respect to food hygiene; (**See Charnwood Borough Councils Environmental Health Department website; <http://www.charnwood.gov.uk/pages/foodsafety>**).
- If practical, check whether attendees have any special dietary needs. Foods containing allergens such as peanut oil must be labelled as such, to alert those with an allergy.

Unsafe activities by third persons

- Confirm that performers, service providers or Contractors have up to date Public Liability insurance (minimum £5 million cover). If the Contractor is not from the approved list obtain a copy of their certificate.
- Where proposed activities of performers, service providers or contractors may create significant risks, they must provide their risk assessment, method statements and arrangements for protecting the public, which should be checked by the Event organiser.
- Only approved Contractors providing inflatable play equipment should be hired

to provide such services. (**Where necessary seek advice from University Health and Safety Service**).

Stress

- Plan the event well in advance with agreed milestone dates for achievement of key activities. Put a running order in place and arrange regular event planning meetings. Maintain good communication with stakeholders throughout.
- Consider potential impacts on other premises and neighbours. If unable to avoid disruption, inform them in good time and agree how disruption will be minimised.
- Check what other events are taking place on Campus at the same time as yours to avoid clashes. (**Where necessary seek advice from University Health and Safety Service (Tel; 222181), or Security Service; (Tel;222141)**).
- Confirm the event organiser is aware of the University protocol on voice P.A and broadcast music and the event is being organised in accordance with this guidance. (**Note ; where necessary, an “Approval form for – no drinking zone P.A.Systems and broadcast music” should be sent to the Community Relations Officer; (Tel;228696)**).

Unruly behaviour / violence

- Ensure the event staff are informed on how to contact the Security Services or Emergency Services.
- Where money is being taken during the event, the person responsible for that activity must have adequate security arrangements in place.
- Agree with event staff beforehand what action to take if attendees are drunk or are behaving inappropriately.

Welfare facilities

- Confirm sufficient number of male and female toilets for the number of attendees and that they are accessible.
- Welfare facilities should be checked regularly during the event to ensure they remain serviceable, clean and usable.
- Poor light levels: If an event is held after dark, you must provide sufficient additional lighting.

Damage to underground services

- If temporary structures such as Marquees or inflatables are erected and they are to be anchored using pegs or stakes longer than 6 inches, a “Cat” scan of the site must take place and a Permit to Dig issued by Facilities Management (FM) before the event occurs. (Contact the FM helpdesk on 222121 for further information).

Additional information;

Key contacts

- **University Health & Safety Service website; www.lboro.ac.uk/admin/hse;** (Go to: “Specialist

Safety Topics” and then click: “Events”, for general event safety advice and guidance webpages).

- **University Health and Safety Service**; 222181 or email hse@lboro.ac.uk. (*General health and safety enquiries – risk assessment - anything unusual which might have a health and safety element, have legal implications or is in any way different to normal events – this might include (but is not limited to), funfairs, bungee jumping, barbecues, events involving animals and any events involving children).*
- **University Community Relations Officer**; Tel; 228696. (*Approval for outdoor events wanting to use certain open spaces such as Shirley Pearce Square – use of PA systems and amplified music).*
- **University Events Team**; 222252 / 222393 or email; events@lboro.ac.uk (*Permission to use, and take bookings for, certain open spaces including Shirley Pearce Square).*
- **University Security Service Managers**; 223750 (*Parking (including permits for visitors and contractors– people and traffic movements - emergency and other security issues)*
- **University Fire Safety Officer**; 222182 (*Fire safety – room capacities – loan of fire-fighting equipment).*
- **University Insurance Officer**; 228032 / 222026 (*Enquiries around Public and Employers liability insurance matters)*
- **Campus Living Health and Safety Co-ordinator**; 228569. (*Hall events risk assessment – Contractors inductions – Accommodation).*
- **Corporate Service Teaching Support**; 222199 or email; teachingsupport@lboro.ac.uk. 222198 (*Room bookings*)
- **Corporate Services - Sustainability**; 228085 / 228083 (*Travel issues (liaising with Kinch buses to avoid disruption of the campus bus service, & Waste issues)*
- **Facilities Manager Sport & Humanities**; 223667 (*Specific enquiries around Sports Facilities (liaising with SDC), James France exhibition area, School Of Arts (including Martin Hall).*
- **Facilities Management Helpdesk**; 222121 or email; fmhelpdesk@lboro.ac.uk. (*General facilities enquiries, electrical connections, repairing defects, caretakers*)
- **Facilities Management Grounds and Gardens**, via FM Helpdesk; 222121 or email; fmhelp@lboro.ac.uk. (*Guidelines for events to be held on ornamental lawns and all other grass areas – underground services).*
- **imago sales office**; 01509 633030 or email; info@welcometoimago.com, (*Conference and catering activities, offering outstanding meeting venues and accommodation, food and extensive sport and leisure accommodation and event facilities).*
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- **Loughborough Students Union**; 01509 635000 (*Promotion of your event – Rag office / Community Action office etc).*
- **Facebook (Closed group)**; “Hall Events Health and Safety Management”.

- **Food Safety – Catering**

Gagan Kapoor - Catering Manager tel; 228585

Debbie Price - Food & Beverage Operations Manager tel; 228516

Michelle Carswell - Food & Beverage Operations Manager tel; 223886

Mark Gane - Food Service Manager tel; 223856

- **Food Standards Agency;** <http://www.food.gov.uk/>. (Food ratings for checking external caterers and food hygiene advice)
- **Alcohol Licensing / Temporary Event Notice (TEN);** Debbie Price (**Food & Beverage Operations Manager tel; 228516** (If you or a contractor are selling alcohol (or your event has music or dancing), you may need a licence. This is decided on a case-by-case basis).
- **Sports Development Centre Business & Events team;** 226220 (email; sportsevents@lboro.ac.uk)
- **University Unmanned Aircraft Systems (Drones) Operations Coordinator;** uasoperations@lboro.ac.uk or Hugh Weaver Deputy H&S Manager 222183).
- **National Association of Inflatable Hirers;** <http://www.naih.org.uk/>. (Guidelines on the safe operation of inflatable play equipment e.g. Bouncy Castles).

GENERIC EVENT SAFETY PLAN CHECKLIST

| | Yes/No |
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| RISK ASSESSMENT & METHOD STATEMENT (RAMS); | |

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| <p>Has an event risk assessment and method statement where necessary, been written? Have the necessary risk control measures been communicated to those who need to know? Does it meet the requirements of the law and does it identify all significant hazards and does it ensure that risks are controlled to an acceptable level?</p> <p><u>NOTE</u></p> | |
| <p>SPECIAL HAZARDS Temporary Demountable Structures e.g. Inflatables, marquees, Laser, Pyrotechnics, Fireworks, Fire eaters, Stilt-walkers, Special effects e.g. lasers, lighting rigs, sound systems (electrical safety) etc</p> <p><u>NOTE</u></p> | |
| <p>CONTRACTORS; Have the event organizers hired competent contractors? Ideally, only approved contractors should be used. Has the event organizer obtained copies of Contractors health and safety policies, training records, Public / Employers liability insurance and Risk Assessments and Method Statements (RAMS) relating to the work they are undertaking? Does it meet the requirements of the law and does it identify all significant hazards and does it ensure that risks are controlled to an acceptable level?</p> <p><u>NOTE</u></p> | |
| <p>Have the Contractors undertaken a site induction? Have they been issued with swipe cards before they start work? (If No, they should not work at the University). Refer to UH&SS for the link to the Event Contractors Induction video which can be used in an emergency, if the contractor can not attend on site.</p> <p><u>NOTE</u></p> | |
| <p>APPROVALS / NOTIFICATIONS; Has the appropriate (Outdoor) approval(s) been obtained from the relevant people for the event (e.g. use of Shirley Pearce Square). (Refer to Events team or Community Relations Officer)</p> <p><u>NOTE</u></p> | |

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| <p>Do you need any special permissions e.g. temporary road or car park closures?</p> <p><u>NOTE</u></p> | |
| <p>Where alcohol is served, the necessary licence(s) must be sought. E.g. Temporary Event Notice (TEN) etc? (Refer to Food & Beverage Operations Manager).</p> <p><u>NOTE</u></p> | |
| <p>If required has the event organizer completed an “Approval form –No Drinking zone/ P.A. systems and broadcast” form and sent it to the relevant person?</p> <p><u>NOTE</u></p> | |
| <p>EVENT PLAN;</p> <p>Have key personnel been identified? E.g. Event Organiser and other event staff such as stewards? Who is ultimately responsible for health and safety at the event? Who will incidents (accidents / near issues) be reported to and who will report them to the University?</p> <p><u>NOTE</u></p> | |
| <p>Has the event organizer notified the University Security Services?</p> <p><u>NOTE</u></p> | |
| <p>Has the event organizer notified the University Health and Safety Service?</p> <p><u>NOTE</u></p> | |

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| <p>Does the event clash with others? Has the event organizer checked the events calendar for the University?</p> <p><u>NOTE</u></p> | |
| <p>Does the event have trained, briefed and clearly identifiable stewards / marshals?</p> <p><u>NOTE</u></p> | |
| <p>Has the event organizer set up a reliable system of communication between key people? E.g. radio / mobile phone</p> <p><u>NOTE</u></p> | |
| <p>Will the route / entrances / exits etc be stewarded / marshalled? Are the stewards etc suitably briefed, trained and are the exits etc appropriately signed?</p> <p><u>NOTE</u></p> | |
| <p>Are crowd control barriers necessary? If so where are they being sourced from?</p> <p><u>NOTE</u></p> | |

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| <p>Is the site suitable for the event? Sufficient space, secure, safe access / egress? <u>NOTE</u></p> | |
| <p>Do you know how many people you are expecting to attend? How will the event organizer manage the capacity in an enclosed venue? <u>NOTE</u></p> | |
| <p>Are there adequate welfare facilities? E.g. drinking water, toilets? <u>NOTE</u></p> | |
| <p>Do you have an emergency plan? Are emergency procedures in place? E.g. How will the emergency services be contacted if required? Can emergency vehicles get on and off the site easily and reach a casualty? <u>NOTE</u></p> | |
| <p>Do you have any other special arrangements in place for dealing with e.g. lost property, lost children, people with additional needs, safeguarding issues, cash handling issues (personal safety), noise control / nuisance, car parking etc? <u>NOTE</u></p> | |

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| <p>Have the first aid needs for the event been assessed? Do you have adequate first aid facilities and suitably trained first aiders in place? Do first aiders know how to contact the emergency services?</p> <p><u>NOTE</u></p> | |
| <p>Do you have effective fire prevention and control measures in place?</p> <p><u>NOTE</u></p> | |
| <p>Have you arranged for adequate provision for dealing with waste? (e.g. glass (broken and unbroken, food waste etc) (Refer to Sustainability Manager)</p> <p><u>NOTE</u></p> | |
| <p>FOOD SAFETY</p> <p>Contact Catering Services for advice and guidance on food provision and food safety for events. If using an external caterer, has the necessary food safety documentation been provided by the external catering contractor? (Refer to LU Catering Services Manager).</p> <p><u>NOTE</u></p> | |