

### Attachment 3

**Example Risk Assessment:** Please note: this is only an example and NOT a full event risk assessment. Event organisers are expected to produce their own risk assessment tailored to the specific event they are organising.

<b>EVENT ORGANISER:</b>				<b>SITE:</b>		
<b>LOCATION:</b>						
<b>Responsible Manager</b>				<b>Signature</b>		<b>Date</b>
<b>Assessment by</b>		<b>Signature</b>		<b>Date</b>		
<b>What are the hazards?</b> ( use brief descriptions and <b>BOLD</b> text for important details)	<b>Who might be harmed and how?</b> (Consider public, and visitors as well as staff)	<b>Evaluate the risks. What are you already doing?</b> ( use brief descriptions and <b>BOLD</b> text for important details)	<b>What further action is necessary?</b> ( use brief descriptions and <b>BOLD</b> text for important details)	<b>Action By Whom?</b> (named person required)	<b>Action By When?</b> (usually date of event)	<b>Complete Y/N (Date)</b> (name of person completing action and date)
<b>Temporary Structures (stages , marquees, gazebos)</b>	Staff, public, volunteers, contractors injury from heavy items being lifted or falling, wind, fire.	<b>ALL</b> structures to be constructed and used according to manufacturer recommendations, calculations and method statements  All contractors are qualified for job undertaken.	Event manager to monitor the procedures according to guidance documentation Event manager to check contractors documentation including risk assessment and insurance	Event Manager, Health & Safety Officer, Contractors		
<b>Trip Hazards</b>	Staff, public, volunteers & contractors may suffer injury from a fall.	<b>ALL</b> public walkways & area's to be free of any potential trip hazards. Cables to be dug in where necessary	Where hazard cannot be removed, it should be highlighted, by hazard tape, to ensure visibility	Event Manager, Health & Safety Officer		
<b>Generators &amp; Fuel</b>	Staff, volunteers, public & contractors may suffer	<b>ALL GENERATORS MUST BE DIESEL</b> to minimise risk of fire.  Generators to be placed away	Event manager to ensure the monitoring of working practices according to documentation	Event Manager, Health & Safety Officer,		

	electrocution or burns from fire.	from public area's and screened by fencing.  Additional fuel to be stored in a locked cage.  Appropriate extinguishers to be on hand.	ALL electrical work to be carried out by a qualified professional	Contractors		
<b>Adverse Weather</b>  (high winds, wet conditions, hot conditions)	Staff, public & contractors may suffer heatstroke, slips caused by wet grounds, injury from wind blown tree branches or structures.	Contractor method statements to give calculations of wind speed capacity for temporary structures (do not use marquees in high wind)  Bark mulch available for paths that get muddy in wet weather. Shady locations and water provided in case of hot weather  Event participants to be notified ( via advertising or other event info ) to wear appropriate clothing and footwear.	In the event of adverse weather conditions, the Event Manager or Health & Safety Officer to make a decision whether the event is safe to continue.  Use loud speaker to warn the public of adverse weather conditions  First Aiders available on site.	Event Manager, Health & Safety Officer		
<b>Lost Children</b>	Children attending event getting lost, injured etc.	Child safety and welfare policy in place for event  Event manager to ensure that <b>ALL</b> event staff/volunteers be aware of child protection policy	Loud speaker to be used to reunite lost children with carers.	Event organiser Health and safety officer Staff Volunteers		

		<p>When advertising the event state that all children under 18 should be accompanied by a responsible adult.</p> <p>A designated lost children point to be visible throughout the event.</p>				
<p><b>Lifting and carrying heavy items</b></p>	<p>Individuals lifting and carrying heavy items such as tables, marquees, plants, display boards, flasks of water etc are at risk of muscoskeletal injury.</p>	<p>All involved with heavy lifting should be trained in safe manual handling techniques</p>	<p>Plan how to lift heavy objects and ensure your route is safe. Keep a comfortable balanced stance before lifting and get a good grip of the object.</p> <p>Keep objects close to body, back straight, and bend knees letting legs do the hard work.</p> <p>Move your feet – do not twist your trunk.</p> <p>Follow the same rules when putting things down.</p> <p>Do not: Lift anything too heavy, unwieldy or unstable. Get help.</p>	<p>Event manager Health and safety officer Staff Volunteers</p>		

			Lift or carry anything at arm's length.  Lift or carry anything when conditions underfoot are unstable.			
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SAMPLE