## Risk Assessment

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| Name of EventDate of EventLocation of Event  |  |

The following tables and definitions have been used to review the potential hazards consistent with an outdoor event of this type. This document is the “Event Risk Assessment” and should be read in conjunction with all other Event documents.

This risk assessment follows recommendations within The Purple Guide, Section 4 of the Health & Safety at Work Act among other guidance, regulation and laws pertaining to this industry. This is **Version (insert number) (Created insert date).**

Staff should be reminded that during the event, a dynamic assessment maybe required for hazards developing in front of them. These occurrences should be reported back to the (insert name of person responsible for updating the RA) who will review, updated, and amended the events risk assessment as necessary. Any changes shall be circulated to all parties concerned within Event Management and appropriate departments within Medway Council.

 No changes shall be made without complete approval of the (insert name)

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| **Risk Rating** | **Severity / Consequence** |
| 1. Negligible | 2. Minor | 3. Moderate | 4.Serious | 5. Major |
| **Likelihood** | 1. Very Unlikely | **1** | **2** | **3** | **4** | **5** |
| 2.Unlikely | **2** | **4** | **6** | **8** | **10** |
| 3. Possible | **3** | **6** | **9** | **12** | **15** |
| 4.Likely | **4** | **8** | **12** | **16** | **20** |
| 5. Probable | **5** | **10** | **15** | **20** | **25** |

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| **1 – 6 Low** | May be acceptable. However, due care must be taken, and the tasks reviewed to ensure risks are reduced to minimum |
| **7 – 14****Medium** | Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk |
| **15 – 25 High** | Task must not proceed. It must be redefined, or further control measures put in place prior to the task commencing |

**Assessor:** **Reviewed by:** **Review Date:**

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| **Likelihood** | **Definition** | **Severity / Consequence** | **If the effects are** |
| 1. **Very Unlikely**
 | Little or no chance, would require an unusual combination of factors to result | 1. Negligible
 | Personal | Negligible injury or health implications, no lost worktime |
| Equipment | No likely equipment damage or loss |
| Production | Very minor production disruption |
| Environment | No damage or effect of the natural environment |
| 1. **Unlikely**
 | Conceivable occurrence. Would require multiple failures of systems & controls, or a rare combination of factors | 2.Minor | Personal | First aid treatment, minor short term health effect, no lost worktime |
| Equipment | Damage causing minor repair |
| Production | Minimal production disruption, less than 1 hour |
| Environment | Minimal impact to environment, restoration within 1 day |
| 1. **Possible**
 | Possible when additional factors are present but otherwise unlikely to occur | 3.Moderate | Personal | One person with lost worktime or persistent health effects |
| Equipment | Locally repairable damage, possible extensive |
| Production | Loss of production progress less than 2 days |
| Environment | Short term moderate impact on the environment, restoration in less than 1 month |
| 1. **Likely**
 | Known to have occurred and represents a credible scenario | 4.Serious  | Personal  | Single fatality, 2+ people suffering lost worktime injuries or acute/chronic health effects |
| Equipment | Serious damage to worksite or equipment causing the operation to cease |
| Production | Loss of production progress 2 to 9 days |
| Environment | Medium term impact with restoration expected 1 month to 1 year |
| 1. **Probable**
 | Almost inevitable that an incident would result | 5.Major | Personal | Multiple fatalities or multiple injuries |
| Equipment | Major damage to equipment causing operation to cease |
| Production | Loss of production progress 10+ days |
| Environment | Long term impact with recovering time 1+ year |

This assessment is based on (list all event documentation that has been created to support the planning and delivery of the event here). It is prepared in advance to allow controls to be implemented where necessary.

## Health and Safety Responsibilities

Overall responsibility for health, safety and welfare for the event set up, delivery and take down lies with *(insert the name of the person or organization who has the overall responsibility for the event).*

*Detail further processes here about how you have collated all information from suppliers, contractors, traders and how they have been assessed to help shape the overall risk profile and further mitigation measures for the event*

1-RSME is responsible for their own risk assessments for the event.

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## The Roles and Responsibilities

*All events are classed as work activities and under health and safety law the promoter or event management has a statutory duty to protect the health, safety and welfare of all workers and other people who may be affected by their activities. Prior to this event, a Full Event Plan will be produced, containing detailed information on the health and safety planning of the event.*

# Event Specific Information

Give a brief overview of the event – what is happening, how it is managed

# Geographical Areas of Responsibility

Give an overview of the area the event will take place in and then the wider area where public will travel over to come to and from your event

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| **REF NO** | **SUBJECT AREA** | **PEOPLE AT RISK** | **HAZARD****(what might happen)** | **RATING****Likelihood x Severity Rating****= Primary Risk based on no****controls** | **CONTROL MEASURES** | **RATING****Likelihood x Severity Rating****= Residual Risk** | **FURTHER PRECAUTIONS** |
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