

Event Risk Assessment Form

IT IS ESSENTIAL THAT YOU READ THE “EVENTS RISK ASSESSMENTS – GUIDANCE NOTES” DOCUMENT BEFORE YOU START TO WRITE YOUR RISK ASSESSMENT.

YOU MUST NOT JUST USE THIS FORM AS IT IS, THIS WILL BE UNACCEPTABLE. 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. DELETE ANY SECTIONS NOT APPLICABLE TO YOUR EVENT. IF NECESSARY YOU WILL NEED TO ADD ACTIVITIES/AREAS OF CONCERN IF THEY ARE NOT ALREADY LISTED BELOW. IF IN DOUBT, PLEASE TELEPHONE YOUR EVENT FACILITATOR FOR ADVICE. THANK YOU.

Appendix G

Event Name:		Date:		Venue:	
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HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
<u>SITE</u>	<u>MANAGEMENT:-</u>				
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Provide adequate First Aid cover – please see table in Parks Conditions of Hire. (NB 2 is the minimum number of First Aiders for an event) Number of qualified First Aiders to be present for event = (you must state this number)	Low

Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Separate entrance / exit for pedestrians only signposted from public car park. Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. Catering outlets must be located away from entry or exit points Number of marshals for the event = (you must state this number)	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Procedure in place for emergency evacuation - to include methods of exit; designated assembly point(s); marshals; information boards for public; P.A. system (essential for large events) or other means of communication such as via marshals for smaller events; and who contacts the emergency services by mobile 'phone in the event of an emergency.	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Ensure enough toilets present at site for numbers attending as per table in Conditions of Hire. Provide portaloos as necessary. <u>OR</u> Use public toilets on site	Low

Care of children	Lost children; Child abuse	Members of the public – children	High	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>FOR ALL EVENTS:- Clearly identified “lost children” point. Identifiable marshals. IF LARGE EVENT – please all ensure a PA system is in place (delete this line for small events).</p> <p>FOR ALL EVENTS PLEASE ALSO TAILOR THE SECTION BELOW:- You must ensure that EITHER:- 2 adults to supervise any children if lost or they are working with the children ... OR <u>if any supervisors, volunteers, operators, or marshals at your event will be working one to one with children or in a situation where there is only one adult with a child/children for any duration of time, that they are Criminal Records Bureau (CRB) checked specifically for this exercise – note that CRB checks are NOT transferrable from job/role to job/role.</u> This is the responsibility of the event organizer. Please see the link below for more information: http://www.luton.gov.uk/internet/health_and_social_care/social_services/children_and_family_care/children's%20information%20service/childcareintro/tell%20me%20about%20...crb%20checks</p>	Medium
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Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>Designated signed parking areas. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place. Car parking supervised by identifiable marshals wearing high visibility jackets carrying mobile radio or telephones to summon assistance from Control. First Aiders and ambulance on site. Specially designated area for disabled parking near the entrance. Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions</p>	Low
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<p>Traffic Management Plan</p> <p>(you must include this section if event requires a road closure and/or has 3,000+ attendees and/or includes slow moving vehicles on a highway as part of or on way to or from the event (eg steam rally))</p>	<p>Reducing traffic to a slow pace and/or a standstill leads to driver frustration and possible u-turns creating hazards to other drivers and pedestrians; also reduces Emergency Services response times and access to accidents etc</p>	<p>Drivers</p> <p>Members of the public</p> <p>Emergency Services</p>	<p>High</p>	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>Appoint ... (you must state the number) marshals or PCSO's or Police officers (you must contact the Police if you require either of these – please note there may be a charge for the latter) at points to manage traffic flow (you must state the locations, we may need to discuss the best positions for marshals with you before agreeing the event). <u>NB only the police or someone under their direction can legally undertake traffic regulation on the public highway.</u></p> <p>Ensure marshals wear high visibility jackets and carry mobile radio or telephones to summon assistance from Control. Marshals responsible for marshalling traffic/parking must be provided in adequate numbers; and must be trained in traffic marshalling eg: safe positioning of the marshal and awareness of visibility problems for drivers of reversing vehicles, etc</p> <p>If a road closure is required for your event to run safely: Implement a road closure at your cost <u>at least 6 weeks prior to your event</u> via Highways section of Luton Borough Council – contact telephone number 546261.</p>	<p>Medium</p>
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Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>Compulsory legal requirement: event organiser <u>must</u> have a Fire Risk Assessment for their event which must include:</p> <ul style="list-style-type: none"> - Identifying combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition on the area being used - Checking that the fire would be detected in a reasonable time and people warned - Checking that people including persons with disabilities who may be in the building/marquee/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; & that suitably trained people are available to operate any fire extinguishers - Ensuring that any marquees or other enclosed buildings/structures used for the event are included in the Fire Risk Assessment – see below <p>You need to confirm in this section that you have produced a Fire R.A., although we do not need to actually see it. See the guide: “Fire Safety Risk Assessment – Open Air Events & Venues” available via:-www.communities.gov.uk <u>PLUS:-</u></p> <p>For large or high risk events – notify Fire Service</p> <p>For large or high risk events - roads/emergency exits patrolled and kept clear by identifiable fire marshals carrying mobile radios to summon assistance from Control.</p> <p>For small or low risk events – ensure roads/emergency exits are kept clear at all times</p> <p>All events – system available to broadcast any evacuation instructions (small events – person shouting or using megaphone or gong etc; large events – Public Address system)</p>	Low
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Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u> You must describe here what you intend to do in the event of very wet weather on the day or day before, eg: cancel the event; prohibit parking on the grass if you were planning to do so; etc</p>	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u> Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled or postponed by the event organiser due the risks involved.</p> <p>When planning the event, situate elements of the event as far away as practicable from trees wherever possible</p>	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u> Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event</p> <p>Obtain black bags at own expense</p> <p>Remove bags of collected litter from site OR Request Parks to remove bags of collected litter from site on next working day (ask re costs)</p> <p>OR Arrange for post-event litter pick via Parks at cost</p>	Low

<p>Marquee / gazebo / stage</p> <p>)</p>	<p>Guy ropes/stakes trip hazard</p>	<p>Members of the public / staff</p>	<p>Medium</p>	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u> Event organizer must ensure that marquee company: is certificated; are member of a marquee accreditation scheme such as MUTAmarg; have PLI £5m cover minimum; and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire fighting equipment in place and that ignition source issues are addressed; ensure pop-up marquees are weighted down; etc.</p> <p><u>Also</u> ensure that the designated person checks prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo.</p> <p>Access to any electricity supply if required must be connected by qualified electrician. Ensure you refer to “Fire Safety Risk Assessment – Open Air Events and Venues” to include marquee/gazebo in Fire Risk Assessment (see section above on Risk of Fire)</p>	<p>Low</p>
<p>WHERE APPLICABLE</p> <p>Use of companies/operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)</p>	<p>Various</p>	<p>Various</p>	<p>Medium</p>	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u> You must ensure that you obtain all operator’s risk assessments and safe working practices, and check through them to ensure they are adequate, including weighting-down of pop-up marquees. (The Council do not need to see them, but is important that you do so as event organiser.)</p> <p><i>Please leave this section in the Risk Assessment to show that you will be complying with this requirement.</i></p>	<p>Low</p>

Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	<u>Examples/possible options for you to consider (these are not exhaustive):</u> PA system in place. Appropriate number of identifiable marshals on site, with radio system. Marshals to be fully briefed prior to event. <u>Compulsory legal requirement:</u> organiser of event must have Security Industry Act (SIA) trained marshals wherever controlling entry to an event, as this causes potential conflict.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible , ensure all vehicles are on site before the event.	Low
<u>ACTIVITIES:-</u>					

Face Painting	Allergy to paints	Members of the public - children	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>Erect sign: If child has allergy / skin condition then must not have face painted. Staff to ensure all parents/guardians sign form re no allergy/giving permission</p> <p>Must have Public Liability Insurance for £5m cover – copy to be provided.</p>	Low
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Sponsored walk	Tripping / falling on uneven ground	Entrants / members of the public	Low	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Check route before walk commences. Any hazards clearly identified, cordoned and signposted Provide drinks and access to fresh supply of drinking water Provide adequate First Aid cover as per Conditions of Hire (please state details of who attending)	Low
	Dehydration / heat exhaustion	Entrants	Low		Low
Catering – food / drink	Food poisoning	Members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> LBC Food Control informed by Parks that food/drink is present at event. Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points	Low
					Low
					Low
	Allergic reaction	Members of the public – especially children	Medium	Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	
	Fire	Staff / members of the public	Medium	Fire extinguishers mandatory in all catering units.	

Barbeque	Fire hazard / burns (people/property/ trees)	Members of the public especially children	High	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Barbeque to be fenced/secured off to public & supervised at all times by at least 1 person. Supervisor to ensure no children under 18 are allowed near it. Ashes to be removed from site when cold. Gloves to be worn at all times. Fire extinguisher and/or bucket of sand to be placed next to barbeque area. Situate barbeque away from any trees or other combustible materials or buildings.	Medium
	Food uncooked	Anyone consuming food	High		Low
	Ingesting fire lighting products	Children	Medium		Low
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> All cash collection points to have mobile radios. Fully instructed inconspicuous persons carrying mobile radios to summon assistance if necessary to make regular collections from cash collection points. Cash to be removed to secure area for counting and subsequent banking. Police notified of event	Low

Dog show	Uneven ground	Competitors / dogs	Low	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Check for ruts or holes prior to event, fill in if required Have veterinarian on call. Have quarantined area with dog first aid equipment. LBC Parks inform dog warden of dog shows, may attend Ensure water available on site & signposted Ensure all faeces immediately collected and placed in refuse sacks. Ensure removed from site Wrap hazard tape around rings. Provide 24 hour security.	Low
	Dog health / injuries	Dogs	Low		Low
	Heat exhaustion	Competitors / dogs	Medium		Low
	Dog faeces	Competitors/ dogs / visitors / general public	Medium		Low
	Tripping over dog show rings	Members of the public / competitors	Medium		
Children's races	Slipping / tripping / falling	Children	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Inspect prior to races to ensure no stones, pot holes, mounds are in actual race area. Clear the area of any litter, glass or dog faeces	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users	Members of the public – children / supervisor	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>The event organizer must ensure that the operator complies with all of the Bouncy Castle Regulations as provided by LBC Parks (please ask for a copy if not yet received) – this includes sections on anchorage, weather, damage, overcrowding, supervision, training, etc.</p> <p>Event organiser must also ensure operator uses ADIPS or PIPA inspection schemes (or PUWER) – get a copy of their safety certificate to check.</p> <p>Event organiser also to obtain copy of operator’s Public Liability Insurance for £5 million.</p>	Low
	Inflatable not secured properly - accidents	Members of the public – children / supervisor	Medium	The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables.	Low
	Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public especially children	Medium	The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.	Low

Go-Karts	User falling off kart	Members of the public - children	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Full safety harness and headgear protection Remote control engine cut out. Limit two karts in use at any one time Fuel stored securely in van <i>Please note that noisy go-karts may not be permitted at some sites due to the noise levels and/or problems with unauthorised motorbikes etc</i>	Low
	Kart hitting pedestrian or other kart	Members of the public – children / spectators	Medium		Low
	Fuel use/storage	Members of the public	Low		Low
Quad bikes	User falling off bike	Members of the public - children	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Full safety harness and headgear protection Remote control engine cut out. Limit two bikes in use at any one time Fuel stored securely in van <i>Please note that noisy quad bikes may not be permitted at some sites due to the noise levels and/or problems with unauthorised motorbikes etc</i>	Low
	Bike hitting pedestrian or other kart	Members of the public – children / spectators	Medium		Low
	Fuel use/storage	Members of the public	Low		Low

Pony rides	User falling off	User / helper	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Use one pony at a time. Ensure head protection provided & worn. Helper/groom to walk along side of pony to guide & ensure control at all times	Low
	Loss of control of pony	User / helper / member of the public	Medium		Low
	Person bitten/kicked/trodden on by pony	User / helper / member of the public	High		Medium
Mini soccer / 5-a-side football	Football hitting person	Competitors / spectators / helper	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Small pitch, soft balls, control number of players at any one time, fully supervised	Low
	Sports injury	Competitors	High		Medium
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium		Low
Children's entertainer	Molestation / abduction	Children	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Children to be supervised by parents at all times. No children left on own. Ensure entertainer qualified/certificated	Low

Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Safety net positioned behind shy. Area fenced off. Event to be supervised at all times	Low
Ball Pond	Suffocation	Children	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Trained supervisors. Ensure children not too small to use safely. Very small/shallow ball pond. Only 2 children use at a time	Low
	Dirty balls (urine/faeces etc)	Children / supervisor	Medium	Supervisors clean balls regularly/as required. Only 2 children use at a time	Low
Pets Corner	Animal bites	Members of the public – children / adults	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> First aiders on site. Animals supervised at all times	Low
	Stroking animals then touching mouth	Members of the public – children / adults / pregnant women	Medium	Running water & soap supplied	Low

Fair rides	Noise pollution	Members of the public – adults / children	Low	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Decibel to be kept to a sensible level. Must finish at designated time. Seek advice from Noise Pollution Control	Low
	Burning	Members of the public – adults / children	Medium	Generators, which must be diesel, to be situated away from public access & roped off. Fuel to be stored securely and in limited quantities.	Low
	Being hit by moving rides	Members of the public – adults / children	Medium	Rides to be properly supervised to deny access while moving and allow room between rides for access. LBC Parks must be notified of fair rides, to issue fair operator (via event organiser) with letter requesting signature to comply with Parks conditions and fair must supply PLI £5m cover. Event organiser must ensure all rides have current H&S certificates	Low

Music	Noise pollution	Local residents / Event attendees / Staff on site / Local businesses	Medium	<p><u>Examples/possible options for you to consider (these are not exhaustive):</u></p> <p>Ensure full compliance with all Noise/Music conditions as detailed in “Conditions of Hire – Events in Parks” document, especially those on the final page.</p> <p>Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution.</p> <p>For all events with music you must provide the Parks Facilities Manager with the name of the nominated Noise Control Person and their mobile telephone number at least 1 week prior to the event; you must ensure this number is available for the duration of the event and is checked every 5 minutes by the Noise Control Person in case they cannot hear it ringing due to background noise.</p> <p>For events with music as a major part of the event, in addition to the above you must also provide the Parks Facilities Manager with the name of 1 or 2 qualified Noise Consultants (LBC will determine the number required) at least 1 week prior to the event – you must appoint the Noise Consultants at your own cost – for contacts/costs please contact either www.association-of-noise-consultants.co.uk Tel 01727 896092 or www.ioa.org.uk Tel 01727 848195. The consultants must also send LBC a noise report after the event.</p> <p>These events will also require a licence, type and cost depend on the nature, size and location of the event – the Parks Facilities Manager and/or Licensing Unit will advise you accordingly but please note Licences are legal requirements and you will have to bear the cost and apply accordingly.</p>	Low
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Car Boot Sales	Collapsing tables	Members of the public / stall holders	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Ensure tables are sturdy, prevent overloading Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc Designated signed parking areas. Mandatory 5 mph speed limit. Car parking supervised by identifiable marshals wearing high visibility jackets. . Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions. All vehicles must be on site before members of the public are allowed to access the sale	Low
	Unsuitable goods	Members of the public	Medium		Low
	Injuries caused by moving vehicles	Members of the public – especially children / stallholders	Medium		Low
Bight lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots Members of the public	Medium	<u>Examples/possible options for you to consider (these are not exhaustive):</u> Ensure that the Civil Aviation Authority's document CAP 736 "Guide for the operation of lasers, searchlights and fireworks in UK airspace" is fully complied with (document available on the CAA website). For Fireworks please request the Example Fireworks Risk Assessment; for Bonfires please request the Example Bonfires Risk Assessment from the Parks Facilities Unit.	Low
Fireworks				YOU MUST OBTAIN THE EXAMPLE FIREWORKS RISK ASSESSMENT FORM FROM THE PARKS DIVISION – THIS MUST BE COMPLETED IN FULL	

Bonfires				YOU MUST OBTAIN THE EXAMPLE BONFIRE RISK ASSESSMENT FORM FROM THE PARKS DIVISION – THIS MUST BE COMPLETED IN FULL	
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I hereby confirm that I will have undertaken the risk assessment process for the above event, in accordance with the “Events Risk Assessments – Guidance Notes” document, and that the event will fully comply with this Event Risk Assessment.

Name of person undertaking/completing Risk Assessment (printed):

Signature: Date:

