Herefordshire Council

RISK ASSESSMENT

NOTE: PLEASE REFER TO INFORMATION PACK AND GUIDELINES

SEVEN STEPS TO A SUCCESSFUL RISK ASSESSMENT

You must do a risk assessment for your event, however small the activity. You must complete and record the findings of your risk assessments.

The risks associated with many activities may be negligible, but the Risk Assessment form must still be returned to us detailing this.

There is a risk assessment form to help you document your findings. The notes below are provided to help you understand how to fill the form in. They are only a guidance. You must ensure that on the event day, the risk controls are in place.

1. **What are the hazards** ?

   Walk around the area where your activity will take place and think about what your planned display/event/promotion will consist of.

   - Look for any obvious hazards:
     e.g. obstructions, trip hazards, is the area suitable for the activity etc?

   - Imagine the setting up of the display/event/promotion and identify any hazards that could occur as a result:
     e.g., movement of vehicles on site, hazards involved in the erection of structures such as gazebos or marquees.

   - Imagine when your activity is set up and people start arriving: what are the hazards:
     e.g., tripping over obstacles or cables, extreme weather, unsafe structures collapsing, unsafe electrical appliances and installations, unsupervised generators, potential food poisoning, bad lighting, movement of vehicles, build up of litter, fire risks etc.

   - Imagine the end of your activity and taking everything away, what are the hazards?
     e.g., risks associated with fading light, security of any money collected on site, movement of vehicles, etc.

2. What are the risks?

   Examples of risks are:

   - Glass on the ground -people or animals could get cut.

- Movement of vehicles on site -a person could get run over.

3. What is the frequency (F) of the hazard, and is the risk (R) high?

These are scored between 1 low and 3 high (assuming no controls are in place)

1 For example, what is the frequency of glass being on an area where people may sit and drink out of bottles?
This may be medium = 2.
What is the risk of getting cut? Again this could be medium = 2

2 What is the frequency movement of vehicles on site?
This could be higher = 3
What is the risk of injury to persons? This could be high = 3

4. What will you do to control the risk?

You need to decide if you can get rid of the hazard all together, or if not how you can control the risk associated with the hazard.

3 In the case of the danger of people being cut by glass, you may get the area cleared beforehand and ensure it is kept clear.

4 In the case of movement of vehicles causing injury in a public area the control would be: Vehicle movement only before 10:30am and after 4:30pm and vehicles to be driven at a walking pace, whilst supervised.

5. Who is responsible for controlling the risk?

This may be you as an organiser or a named person responsible for Health and Safety.

6. What is the priority (P) of the control measure

Priority is scored between 1 = low and 9 = high, by multiplying the Frequency Score by the Risk Score.

- For the glass which was identified as medium risk(2) and frequency(2) the priority may be 4 = medium.
- For movement of vehicles priority would be 9 = high. (Frequency Score of 3 multiplied by Risk Score of 3)

7. Who will implement the control measure?

This may be you or you may delegate it to a steward.
The person responsible must sign and date the risk assessment when he or she has identified the control measure to be put place and ensure this is done on the day.