**RISK ASSESSMENT EXAMPLE**

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| **Event:** City of Aberdeen  Highland Games | **Dates:** (Build / Event / De-rig)  16 June 2019 | **Date RA Undertaken:**  20 May 2018 |
| **Venue:** Hazlehead Games Field, Aberdeen | **RA Undertaken by:**  John Mitigate | **Distribution:**   * SAG Partners * Event Manager * First Aid Team * Contractors |
| **Scope of Event Arena:**   * Games Arena * Car Parking – Football Pitches | Signed:  For: |
| **Organiser:**  FakeeventsLtd. |  |

**Scope of Risk Assessment:**

* Pre-Event Build
* Event
* De-rig and clean-up of site

**Key Activities / Visitor Profile:**

* A paid event, within one venue that showcases the various Highland Games competition events (Piping, Pipe Bands, Highland Dancing, Heavies Events, Light Events and Tug ‘o’ War) and provides a number of free family activities as well as trade and charity stalls either selling goods or giving information to the attendees.
* The event is marketed as a family event and to as wide an audience as possible.
* The anticipated attendance is anything from between 10,000 and 12,000 made up of locals and UK and international tourists.
* The maximum capacity anyone time is 12,000 persons within the event area.
* There will be a Public Bar with a fenced outdoor area, no drinking is allowed out with this area.
* There is also a fun fair within the event grounds managed by Fakefairs Fairs Ltd.
* Free car parking is available on the adjacent football fields.

**HEADING DEFINITIONS**

**Hazard**: is something which could cause harm. Example hazards, common to an event, are provided within section 3.6

**Consequence:** Is the potential result of the hazard if not managed to reduce the risk

**Who is at risk**: Is the assessment of the persons who may be at risk from the hazard.

**P:** Is for Probability; what is the likelihood of the hazard occurring.

**S:** is for Severity: How serious is the Consequence of the Hazard

**R:** is for Rating: PXS = R

**Control Measures:** Is the details of the control measures used to reduce either the Probability of the hazard occurring or the Severity of the consequence.

**After Controls:** Is the Rating (PXS) once the control measures have been implemented.

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| **Hazard** | **Consequence** | **Who is at risk** | **Before**  **Controls** | | | **Control Measures** | **After**  **Controls** | | |
| **P** | **S** | **R** | **P** | **S** | **R** |
| Slips, trips and falls | 2-RIDDOR 7 day | Employees  Public  Volunteers  Contractors | 3 | 2 | 6 | * The event is taking place on land owned and maintained by Aberdeen City Council who are responsible for keeping it in a safe condition for public use. * Prior to taking occupancy a site inspection will take place to Identify and repair any uneven areas of the ground * Site has been designed avoiding cables crossing public areas and where this isn’t possible cable matting or alternative used as required * Good Housekeeping - Continual monitoring of the site by event organisers and stewards to ensure no obstructions are left on site as trip hazards. * Regular monitoring of ground and weather conditions and any areas deemed unsafe will be cordoned from members of the public * Implement a defect reporting system * Conduct a site walk through prior to event opening during which potential hazards would be identified and fixed * There are 5 areas of the site deemed to have insufficient street lighting at night, these areas will be covered by additional portable tower lighting | 2 | 2 | 4 |

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| **Hazard** | **Consequence** | **Who is at risk** | **Before**  **Controls** | | | **Control Measures** | **After**  **Controls** | | |
| **P** | **S** | **R** | **P** | **S** | **R** |
| Vehicle Movement within a pedestrian area – Collision between vehicle and pedestrian  During build, event and de-rig | 5-Multi death/  injury | Employees  Public  Volunteers  Contractors | 3 | 5 | 15 | * Site has been designed to separate vehicles from pedestrians.   *(For example cleansing vehicles for toilets will have a controlled route out of the event arena)*   * A sterile working area will be created during the build and de-rig phases to ensure no public access to the site * Regular monitoring of vehicle movement by event organisers * Vehicle curfew in place so there is no vehicle movement during the event * Site Rules communicated in advance to all contractors – Including use of banksmen, hi viz worn at all times and site speed limit * Staff and contractor briefings to take place before gaining access to the site * Steward plan to enforce site rules and prevent vehicle access/movement * Car park layout designed to control movement of vehicles * Car park staffing employed to coordinate and direct vehicles * Staff briefing and training held prior to the event to introduce risks and develop measures to keep staff safe whilst carrying out their duties * Car park inspected prior to event and high-risk areas cordoned off or made safe using ground protection. | 2 | 5 | 10 |

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| 0-5 = Low Risk | | **Severity of the Potential Injury / Damage (S)** | | | | |
| 6-10 = Moderate Risk | | Insignificant damage to property, equipment or minor injury  **1** | Non-Reportable Injury, minor loss or slight damage to property  **2** | Reportable injury moderate loss or limited damage to property  **3** | Major injury, single fatality critical damage to property  **4** | Multiple fatalities catastrophic loss of business  **5** |
| 11-15 = High Risk | |
| 16-25 = Extremely High  Unacceptable Risk | |
| **Likelihood of the hazard Occurring (P)** | Almost Inevitable  **5** | 5 | 10 | 15 | 20 | 25 |
| Very Likely  **4** | 4 | 8 | 12 | 16 | 20 |
| Likely  **3** | 3 | 6 | 9 | 12 | 15 |
| Unlikely  **2** | 2 | 4 | 6 | 8 | 10 |
| Very Unlikely  **1** | 1 | 2 | 3 | 4 | 5 |

**PRO-ACTIVE MONITORING**

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| **Hazard** | **Type of Monitoring** | **Frequency** | **Responsible** |
| **Inadequate Health and Safety of Contractors** | Collection of method statements, Risk Assessments and Health & Safety Policies  Safety Briefings | Pre-event and during if any updates are requested  During build, event and de-rig phases | Event Organiser  Event Organiser |
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