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Event Name		Date		Fair Ground only	Yes/No
Location		Event organiser		Event safety controller	
Assessor		Date		Permission given by	

Section 1 - Identify hazards - consider all the activities with the social event and x the boxes of significant hazards

1.	Fire Hazards	x	7.	Slips, trips, housekeeping	x	13.	Pressurised equipment		19.	Inflatable attractions	x	25.	Seating arrangement	✓	31.	Confined space	
2.	Crowd control	x	8.	Manual handling		14.	Noise and vibration	x	20.	Fairground Equipment	x	26.	Welfare	x	32.	Lone working	
3.	Layout and traffic routes	x	9.	Lighting levels	x	15.	Environmental noise		21.	Temporary Structures	x	27.	Sanitation	x	33.	Vehicles driving	✓
4.	Communication	x	10.	Lighting systems		16.	Heating and ventilation		22.	Lasers		28.	Food provision	x	34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment	x	17.	Violence to attendees or staff	x	23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Fall of person		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2 - Who may be at risk –x the boxes of all relevant persons at risk:

Employees	x	Contractors	x	Visitors	x

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2 complete this section.

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Hazard no.	Hazard Description	Existing Controls	Risk Level			Further Action Needed	Risk Level After Action Taken
			High	Med	Low		
1.	Fire hazards, blocked exits, obstructed emergency routes,	Checked by Event safety controller. Monitor all areas. All staff briefed on emergency procedures. Carbon dioxide, Dry Powder and water extinguishers to be provided in all areas. Staff trained in the various types and how to use them.	x			Emergency exits sign clearly visible and to be kept clear at all times. Check on certification of all materials used or treated with fire Retardant material.	Low
2.	Crowd control	Numbers of visitors to be checked at regular intervals. Maximum Permitted numbers will be 400 (calculated by an accepted formula)	x			Counters to be used, ensure all staff is aware of maximum permitted numbers in designated areas.	Low
3	Layout and traffic routes	Routes are kept clear for access by emergency vehicles. All walkways checked for trailing leads and trip hazards. Pedestrian walkways are kept clear at all times.		x		Regular checks to be made	Low
4	Communication	Briefing session prior to event to ensure emergency procedures are understood.	x			Ensure all staff are familiar with emergency procedures at briefing session prior to the event.	Low
5	Hazards from coupling and towing	Only authorised vehicles permitted with the use of hazards lights. Access readily available for emergency vehicles. Banksman employed when vehicles are manoeuvring.	x			Safe systems of work in place. Truck & trailer are checked prior to movement	Low
7.	Slips, trips, housekeeping from food and drink spillages, un-level floor.	Security / host to monitor areas and arrange immediate clear-up of spillages. Litter is collected throughout opening hours.	x			Cables covered or routed away from public areas.	Low
9.	Lighting system	Lighting system run on generator. No emergency lighting required.	x				Low

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11	Risk of tripping on cables and electrical shock from equipment. Access to electrical points by unauthorised personnel.	All cables to be buried / covered. All electrics once set up to be checked by qualified electrician. All electrical distribution boards covered.		x			Low
14.	Noise and vibration All sound systems kept at low volume, screaming discouraged.	Noise levels will be assessed using a Decibel meter, and will be within legal guidelines, although this will be reduced where possible. Readings will be documented on a Noise Level Checklist showing time of check and noise level recorded. A noise complaint phone line will be provided. All music is to be kept low to avoid disturbance to the local residents.			x		Low

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed	Risk Level After Action Taken
			High	Med	Low		
17.	Violence to staff and attendees	Security firm registered to SITO and carry out own risk assessment. Contractors' competency completed. Police may be called I required.			x	Staff to avoid confrontation and allow security to deal with aggressive individuals.	Low
18	Marquee	N/A				N/A	Low

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19.	Inflatable attractions	Trained operatives. Secured down. Strict observance to prevent overcrowding.	X			Security to monitor overcrowding around inflatables and behaviour. Anyone excessively drunk will not be allowed access. The event organizer must ensure that the operator complies with all of the Inflatable Regulations – this includes sections on anchorage, weather, damage, overcrowding, supervision, training, etc. (see individual Risk Assessments) Event Organiser must also ensure operators uses ADIPS or PIPPA inspection schemes – copy of their safety to check is required. Event Organiser to obtain copy of operators Public Liability insurance for GBP 10 million.	Low

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20	Fair Ground Rides	Fully trained operators, strict observance to prevent crowding		x		Rides to be properly supervised to deny access while moving and allow room between rides for access. Event Organiser must also ensure operator uses ADIPS inspection scheme-copy of current certificate in place. Event Organiser to obtain copy of operators Public Liability insurance for GBP 10 million. Generators, which must be diesel, to be situated away from public access and closed off. Fuel to be stored securely in tanks and in limited quantities.	Low

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Hazard no.	Hazard description	Existing controls	Risk level			Further action needed	Risk Level After Action Taken
			High	Med	Low		
21	Temporary Structures	N/A					Low
25.	Seating arrangements	N/A					
26.	Welfare	Trained First aiders (in hi vis) on site. Security first aid trained. Lost person/children point – located at front gate, manned by appropriate staff.		x			Low
27.	Sanitation	Communal WCs within event area to be monitored routinely by event safety controller. Disabled WC available			x		Low
28.	Food provision	Catering trailers, electrically tested by registered inspection body. Operators to ensure fire extinguishers are in place			x		Low
33	Vehicle Driving	Only authorised vehicles permitted with the use of hazards lights. 5 mph speed limit. Banksman in use when vehicles reversing or being positioned, coupling/uncoupling.			x		Low

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ESTIMATED RISK LEVEL

Rate the level of risk, based on the LIKELIHOOD of harm or loss occurring and the CONSEQUENCE of that harm or loss, by marking the 'risk matrix' below. When doing this, consider:

- The harm or loss (to people, physical environment, or offices / events) that might be caused by the hazards listed, &
- The existing controls measures listed above.

LIKELIHOOD	CONSEQUENCE					
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
	Almost certain (5)	High	High	Extreme	Extreme	Extreme
	Likely (4)	Medium	High	High	Extreme	Extreme
	Possible (3)	Low	Medium	High	Extreme	Extreme
	Unlikely (2)	Low	Low	Medium	High	Extreme
	Rare (1)	Low	Low	Medium	High	High

Is a Safe Work Method Statement required? [ ] Yes [ ] No

Safe Work Method Statements must be completed for all high risk tasks. Extreme Risk tasks must not be carried out.

ACTION REQUIRED TO FURTHER CONTROL THE RISK

Are there any further actions required to reduce risk?

[ ] YES [ ] NO (Go to Step 6)

If risk can be further reduced to a practicable level, then note further actions required. Base these on the priorities listed to the right. Also list any specific assessments required.

Refer to the example controls listed earlier. Also consider:

- Redesigning the workplace or activity
- Replacing the hazard with something less hazardous

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1. Eliminate the hazard
2. Keep the hazard and people apart
3. Change work methods
4. Use personal protective equipment

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