Event Risk Assessment

# **Venue information**

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| **Venue Location** | Go Venue,  123 Venue Road,  Venue City,  County Venue,  VE1 1UE | **Local Accident and Emergency**  (Appendix 1) | A&E,  Hospital road,  Venue City,  County Venue,  HO5 9IT  Tel: 01234 098765 |
| **Venue Emergency contact**  *Contact 999 in the first instance in the event of an incident requiring the emergency services.* | Name:  Tel: | **Venue Emergency Assembly Point**  (Appendix 2)  *Communicate this to event attendees during registration* |  |
| **Fire alarms?** | **Firefighting equipment?** | **First-aid assessment?** | **Defibrillator?** |
| There will be no fire alarm tests during the course of the event.  **or**  The venue plans a fire alarm test during the event at **time/date**… | Fire safety provision is provided by on-site venue staff contactable through the details above.  Firefighting equipment is available at… | First-aid provision is/is not provided by on-site venue staff contactable through the details above.  First-aid equipment is available at… | <https://www.defibfinder.uk/>  <https://www.heartsafe.org.uk/AED-Locations/>  *(N.B. these databases are not necessarily comprehensive – 999 operators can direct to the closest available defibrillators as well)* |
| **If you think any of this information is incorrect, or if you have comments about this risk assessment, please contact** [**HSE@britgo.org**](mailto:HSE@britgo.org) **directly.** | | | |

# Event Details

*Describe the event*

* *What is the name of the event?*
* *What is the nature of the event? (e.g. tournament/teaching?)*
* *When does the event take place? (times and dates)*

*What is the nature of the venue?*

* *Is the venue staffed during the event?*
* *Is there first aid provision?*
* *Is there fire safety provision?*
* *What are the emergency exit routes and assembly points?*
  + *This must be communicated to attendees during registration.*
* *Where is the designated smoking area?*

# What actions are necessary?

## Before the event

1. Completion of this risk assessment by the HSE Officer in communication with the event organiser
2. Communication between the HSE Officer and the venue (where applicable) about relevant health and safety information

## During the event registration

1. Emergency exit routes and assembly points should be communicated to all attendees by the event organiser
2. Designated smoking areas should be communicated to attendees by the event organiser (where applicable – e.g. there may be no smokers)
3. Any venue-specific info required to be passed on to attendees should be done so at this point (e.g. on-site parking restrictions, fire alarm tests)

## Throughout the event

1. Good housekeeping should be maintained (e.g. tidying away cables; keeping food/drink stations clean and tidy; clearing away litter)
2. Any incidents or near misses should be reported to the HSE Officer as soon as is safe to do so by contacting [HSE@britgo.org](mailto:HSE@britgo.org)

## After the event

1. In the unlikely event of an incident or near miss the HSE Officer will investigate and compile a report in communication with those involved.
2. Presuming no incidents or near misses have occurred then no further actions are required.

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| **Emergency Risks** | | | | | |
| **Hazards** | **Who is at risk?** | **Details and possible consequences** | **Risk Factor** | **Risk mitigation measures**  **(where applicable)** | **Amended risk factor** |
| Medical emergency | Volunteers/organisers  Event attendees | Severe medical emergencies (e.g. strokes, heart attacks) can happen at any time and can be unexpected.  Minor emergencies (e.g. cuts, sprains) can also happen at any time but require a less immediate or and can be dealt with individually without the need for emergency services. | 12 | In severe cases the emergency services should be contacted by calling **999**.  In less severe cases an assessment of the need for emergency services could be made. The person can be driven to the hospital as appropriate.  In case of the need for first aid on-site venue staff should be contacted in the first instance. | 6 |
| Fire | Volunteers/organisers  Event attendees | Fire risk, though unlikely, could have the greatest consequences and as such immense care should be taken.  Possible points of risk could include:   * Poorly maintained/malfunctioning electricals or batteries * Poor housekeeping leading to increased combustible materials. * Improperly extinguished cigarettes   Poorly maintained cars/other vehicles | 10 | Electrical equipment should be kept in good working order.  Good housekeeping should be maintained at all times to keep combustible materials to a minimum.  The functionality of fire alarms and presence of firefighting equipment should be known (see start of this document). Noone should be expected to tackle a fire if they are not trained or confident.  Emergency exit routes, and assembly points should be known and communicated to all those present (see start of this document).  In the event of a fire attendees should evacuate the venue quickly but calmly via the specified routes to the closest assembly points. | 5 |
| Theft/vandalism | Volunteers/organisers  Event attendees | Certain items belonging to the BGA, or attendees may be the target of theft or vandalism during the course of the event.  Valuables if left on show can lead to opportunist criminal activity without warning. | 10 | Care must be taken that valuable items (especially money) are kept in secure and monitored locations and that their presence is not widely advertised.  In the event of criminal activity the police should be informed as soon as it is safe to do so.  The safety of people nearby should always be of the most importance in such situations and people should remove themselves from the area if they feel unsafe. | 5 |
| **Background and Activity Related Risks** | | | | | |
| **Hazards** | **Who is at risk?** | **Details and possible consequences** | **Risk Factor** | **Risk mitigation measures**  **(where applicable)** | **Amended risk factor** |
| Slips, trips and falls | Volunteers/organisers  Event attendees  Members of the public  Venue staff | Slips, trips and falls are common, and the likelihood can be easily reduced by good housekeeping.  Common sources of slip/trip/fall incidents might include:   * Small steps * Stairs * Carelessly left obstacles (e.g. chairs, tables) * Cables * Water spills   The consequences can be increase during manual handling activities, such as carrying too much equipment alone. | 12 | Walkways should be kept clear and free of obstacles by practicing good housekeeping.  Manual handling should be undertaken with care and with more than one person if necessary. | 8 |
| Loading/unloading of equipment | Volunteers/organisers  Event attendees | In addition to increased consequences for slips/trips/falls, manual handling can also lead to strain on muscles and joints, especially if repetitive.  There is also risk from dropping heavy loads, both to people and to the equipment. | 9 | Care should be taken that people do not lift more than they can safely carry alone.  Two or more people should carry heavier loads as appropriate. | 3 |
| Hot liquids | Volunteers/organisers  Event attendees | Hot drinks are commonly provided during events, either through the use of a hot water boiler, or a kettle, or from independent vendors.  The risk from hot liquids at such events is from burns due to spillages. | 9 | Hot drinks should be prepared and consumed with care.  To avoid the risk of spillages, stations for preparing drinks should be kept clean and tidy and should not be overcrowded. | 3 |
| Electrical equipment | Volunteers/organisers  Event attendees | Electrical equipment can be dangerous if not properly used or maintained. Dangers could include increased fire risk, electrocution, burns, or damage to the equipment.  Poorly managed cables can contribute to the risk from slips/trips/falls. | 10 | Cables should be kept tidied away from walkways.  Electrical appliances used at events (e.g. laptops, printers, projectors) should be properly maintained and assessed as safe to use. | 5 |
| Vehicles | Volunteers/organisers  Event attendees | The presence of vehicles (Cars, vans, lorries, bicycles) can be a risk to life if proper care is not taken. | 6 | Individuals must take their own appropriate precautions when driving or walking through venue car parks, being aware of the blind spots of their own or others.  Any specific parking instructions relayed by the venue should be communicated to attendees directly. | 6 |
| Infectious disease  (e.g. COVID-19, flu, common cold) | Volunteers/organisers  Event attendees | While the main threat from the COVID-19 pandemic has now largely passed there remains a threat, especially to vulnerable individuals, due to this and other infectious diseases.  Responsibility for management of this risk lies with individuals and the level of importance they place on it. | 6 | Mask wearing and hand washing/sanitizing (amongst other precautions) may be undertaken by attendees as they see fit. | 6 |

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| **Environmental Risks** | | | | | |
| **Hazards** | **Who is at risk?** | **Details and possible consequences** | **Risk Factor** | **Risk mitigation measures**  **(where applicable)** | **Amended risk factor** |
| Poor housekeeping | Volunteers/organisers  Event attendees | Poor housekeeping can contribute to a variety of other risks, as highlighted in the preceding risk assessment.  Additionally, improper disposal of rubbish and litter can pose risks to the local environment as well as contributing to the degradation of the natural world. | 9 | Good housekeeping should be maintained generally, and rubbish/litter disposed of appropriately.  The venue should be left clean and tidy following the event. | 3 |
| Smoking/Vaping | Volunteers/organisers  Event attendees | The impacts of second-hand smoke are well established, and some attendees may be asthmatic or have other respiratory illnesses that could be exacerbated by smoke/vapour.  Improperly extinguished/disposed of cigarette buts or vape batteries can also be sources of ignition for fires. | 6 | Smoking/vaping should be confined to designated outside areas of the venue in order to ensure the safety and comfort of other attendees | 3 |

# **Risk Assessment Acceptance**

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| **Relevant Guidance Documents:** | BGA HSE A/23.2 – Health and Safety Policy (<https://www.britgo.org/Policy16>) | | |
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| **Risk Assessment prepared by:** | | **Risk Assessment reviewed by:** | |
| **Position** | HSE Officer | **Position** | Board Member |
| **Name** | Sam Bithell | **Name** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |

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| **RISK MATRIX** | | | | **Likelihood** | | | | | |
| 1  Very Unlikely | 2  Unlikely | 3  Possible | 4  Probable | 5  Certain | |
| **Consequence** | | | 1  Very Minor | 1 | 2 | 3 | 4 | 5 | |
| 2  Minor | 2 | 4 | 6 | 8 | 10 | |
| 3  Moderate | 3 | 6 | 9 | 12 | 15 | |
| 4  Major | 4 | 8 | 12 | 16 | 20 | |
| 5  Very Major/Fatality | 5 | 10 | 15 | 20 | 25 | |
| **1-5** | * Very minor harm may be possible in rare situations, serious harm is very unlikely to occur * Risks should be monitored, and additional mitigations implemented if necessary | | | | | | |
| **6-10** | * Minor harm is possible in some situations, serious harm is unlikely to occur * Mitigation measures should not be ignored, and risks should remain closely monitored. * Additional mitigations may be put in place by Dynamic RAs as necessary | | | | | | |
| **11-15** | * Moderate harm is possible, serious harm may occur in some situations * Mitigation measures should be implemented at all times and the risks should be under continual monitoring * Additional mitigations may be put in place if necessary * PPE should be worn if appropriate to the task at hand * Activities should cease if the likelihood or consequence of a given hazard causes the risk factor to increase beyond 15, until mitigation measures are put in place which reduce the risk factor below 15 | | | | | | |
| **16-25** | * Serious harm, or even fatality, is probable * Stop the activity in question immediately or do not begin it in the first place * Ensure the situation is made as safe as possible and contact either the emergency services (in the event of an incident requiring emergency response) or the relevant emergency contact stipulated at the beginning of the RA * Evacuate the venue if necessary | | | | | | |

# Appendices

# Appendix 1

Accident and emergency location

# Appendix 2

Venue location map with emergency exits, assembly points and smoking areas marked.