

## GUIDELINES TO ASSESSING RISKS FOR EVENTS

### What is a Risk Assessment?

It is not that difficult. A risk assessment is simply a look at what could go wrong - both before and during the activity - and then deciding on ways to **prevent - or minimise - these potential problems.**

### Hazards and Risks

Two terms, are frequently used during a risk assessment:

- ❖ A **hazard** is anything that could cause harm. In the context of adventurous activities, a hazard could be extreme cold, a fall from a height or hypothermia.
- ❖ A **risk** is the chance - high or low – that someone will be harmed by a hazard. The most important part of a risk assessment, is to decide whether a hazard is **significant**. This determines what measures you can take to **minimise** the risk **to an acceptable level**.
- ❖ It could be considered that hypothermia is a significant risk when taking part in mountain activities, canoeing or sailing. However the risk can be reduced, for example, by wearing appropriate windproof clothing or wet suits depending upon the activity!

### Five Important Questions in Risk Assessment

#### **Q1: What are the Hazards?**

It is necessary for you to stand back from the activity, and look afresh at what could cause harm.

#### **Q2: What could go wrong?**

It is important to concentrate on the significant hazards. These are hazards which harm or affect several people. It might be a good idea to ask others what they think; they may have noted things that were not immediately obvious to you.

#### **Q3: Who is likely to be injured?**

These could be people taking part (or waiting to do so), the instructors, others supervising the activity, those in the area of the activity (audience) or casual observers. In identifying the hazards you have already identified the potential of how these people might be harmed.

#### **Q4: How to reduce the possibility of someone being injured?**

Refer to the example below

#### **Q5: Are there anything else that could be or should be done?**

### Sample Assessment of Risks at Your Event

This **sample** form is designed to help you think about the aspects of your event which may involve a level of risk, what accidents could happen and how you can help prevent them.

Besides the various activities during the event that may carry its own risks, it is also wise to recognise hazards that occur during setting up and closing down of the event. Responsibility for ensuring the safety of those directly involved in the organising, and those attending the event are entirely yours.

<b>Hazard</b> e.g machinery, electrical equipment, fuel, vehicles, structures, crowds	<b>What</b> could go wrong?	<b>Who</b> is likely to be injured from these items?	<b>How</b> are you going to <b>reduce</b> the possibility of someone being injured from these items?	Do you think anything else could or should be done?
Generator Petrol	Fire Explosion Skin re-action to chemicals	Event Employees. Members of the public	Fuel to be stored safely. Only trained personnel to use equipment. Protective clothing to be issued.	Could have a member of staff to supervise generator at all times.
Crowds	Crushing	Any person at event	Design layout of event to reduce concentration of people in anyone place	Stewarding – volunteers or professional company.