



Event Risk Assessment

As an event organiser, you have a duty of care to attendees and to people working at the event. You must, as far as reasonably practicable, ensure their safety and you must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at the event.

This means taking reasonable steps to prevent harm coming to anyone involved in your event and forward planning in case of any emergency situations that could arise. One of these steps is to conduct a risk assessment to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures must be communicated to those who will work at the event, or otherwise come into contact with the hazards.

We suggest that you follow this guide to identify potential hazards in your event and take the necessary steps to protect yourself and others.

Prepare an Event Overview

Start with a written profile of your event, including all the activities that will take place and the estimated audience size and demographic (e.g., children, the elderly or people who have special needs or are disabled will have different needs). With this in mind, visit your event venue to assess its suitability.

Assess Your Venue

In assessing the suitability of your venue, factors you should consider include:

- Capacity – for example, can your attendees be safely accommodated? Will they be seated or standing? Is there sufficient “flow” through?
- Access – for example, are people with special needs or disabilities able to access the venue? Are there enough emergency exits?
- Hazards – for example, does the venue have overhead electric powerlines that your structures could interfere with? Do ground conditions, such as an uneven surface, make it unsafe to erect temporary structures? Is the site prone to flooding or high winds?
- Facilities – for example, how far away is the nearest hospital and fire station? What infrastructure does your event require?

Once you have confirmed the suitability of your venue, you should draft a site plan indicating where the structures, facilities, entrances and exits will be. Make the plan available to all people working on the event.

Conduct a Risk Assessment

Once you have your venue confirmed, you need to think about any risks to safety that might be present at your event. Write down all possible risks and who is at risk. Then write down how you will mitigate and manage each risk. Place extra focus on your most severe risks. You should review your assessment should further information be received suggesting that the control measures are no longer sufficient or if additional hazards are identified. A designated person also should monitor risks throughout the event, by checking at regular intervals.

You also should seek risk assessments and method statements, together with details of relevant insurances, from your various contractors and suppliers.

Please also see the accompanying form ‘Risk Assessment Form for Events’ which you can use as a general guide in conducting your risk assessment. The form includes samples of common hazards. However, it is only a generic form. The risk assessment for your event should be tailored to ensure that all hazards specific to your own event have been identified and relevant controls put in place to adequately control the risks.

You can find additional event guidance at <http://www.hse.gov.uk/event-safety/running.htm>.