

Risk Assessment including fire risk assessment

Organisation / company	Description of activities:
------------------------	----------------------------

Completed by	Date:	Signature:
--------------	-------	------------

HAZARD	OUTCOME	PERSONS AT RISK	MEASURES	LEVEL OF RISK	PERSON RESPONSIBLE

Risk Assessment Guidelines

Risk assessments are a legal requirement. A risk assessment is nothing more than a careful examination of what in your workplace, in our case event, could cause harm to people attending or working at the event. The aim is to make sure nobody gets hurt or becomes ill as a result of attending or participating in the event. Risk Assessments should identify all those significant hazards that can reasonably be expected to happen. They should therefore be suitable and sufficient and proportionate to the activity being carried out. There is no set format for a risk assessment, but the most widely used form, is set out as below.

Company name: name of organisation to which the risk assessment refers.

Description of activities: describe here what it is you are doing e.g. selling cakes.

Date: date on which the risk assessment has been carried out.

Completed by and signature: the person who has carried out must print his / her name and sign the risk assessment

HAZARD	OUTCOME	PERSONS AT RISK	MEASURES	LEVEL OF RISK	PERSON RESPONSIBLE
In this column describe only hazards which you could reasonably expect to result in harm. Use a line for each hazard	It could be tripping, burns, injury, electrical shock, break, death...etc	Who is at risk? Staff, the audience, the organisers, contractors, entertainers	What will you do to prevent or reduce the risk	Is the risk high, medium or low	Name or initials of the person responsible for implementing the safety measures

Guidelines

Hazard: For example, you may need to drive your vehicle into the park to unload your stock. The hazard is that you could cause an accident or hit a member of the public. You may also be using a table or gazebo, should they collapse they could cause injury to yourself or to a member of the public.

Outcome: It could be trips / falls causing an injury in case of cables left uncovered on the floor or a burn from an unprotected electrical connection. Injuries can also be caused as a result of a gazebo or table collapsing. Think what could happen.

Persons at risk: Once you have identified the potential hazards, you will need to think about who could be at risk. Is it yourself or your staff, members of the public, other traders, entertainers, staff and or contractors working on site? You will need to list the types of people who could be injured should an accident happen.

Measures: You will need to describe here what you have done to reduce or eliminate the risk. In the case of driving onto an event site, you could drive at 5mph with your hazard lights on. Gazebos need to be secured to the ground using guy ropes and while table legs need to be locked into position. All electrical equipment needs to be regularly checked and carry a PAT certificate.

Level of risk: Is the risk presented by the hazard you have listed in column one high, medium or low. Think carefully about the real level of risk.

Person responsible: Somebody must be identified as the person who will ensure the identified measures are carried out. This person will be liable if the identified measures are not carried out.