

Event Risk Management Guidance

Using this guide

Having a detailed, in-depth risk assessment template is essential for any event, no matter how big or small the event is.

This guide provides a basic overview of areas to focus your attention on when planning and thinking about the risks that could implicate your event. It is based on guidance from the UK Government's Health and Safety Executive.

Areas to consider when building your risk management plan

- Venue and site layout (including car parks)
- Your chosen suppliers (always ask to see their health and safety plan too!)
- Electrical safety
- Fire safety - NOTE you must create a separate fire risk assessment too
- Machinery
- Structures or displays
- Entertainment and associated risks
- Employee welfare
- Attendee welfare
- Handling waste
- Crowd management
- First aid provision
- Potential major incidents
- Heating, lighting or ventilation risks
- Food and beverage management (adhering to food safety guidelines, for example)
- Adverse weather conditions

When compiling your event risk assessment, always start with these four steps:

- Identify the hazards that could cause harm
- Identify who could be harmed
- Prioritise the risk and establish an escalation process
- Identify what actions need to be taken to remove/control the risk

Then classify each risk into HIGH, MEDIUM or LOW and input into a matrix that you can share with everyone involved with the event, like the matrix pictured on the next page.

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Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only						
2	Minor injury, minor damage		LOW				
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage			MEDIUM			
5	Single fatality, or permanent total disability						
6	Multiple fatalities					HIGH	

Once you've created your matrix and full plan, make sure to have regular health and safety briefings so every member of the team knows exactly what to do in the event of an incident or emergency.

If/when incidents occur, ensure to record every action, the nature and extent of the incident and the action required to control them.

Finally, be sure to constantly update your event risk plan and revise as required, even during the event if necessary. On the next page, you'll find a list of key questions to ask yourself when devising your plan.

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Key questions to ask yourself

- Have you decided who will help you with your duties? And have you established a chain of escalation?
- Is there a clear understanding within the organising team of who will be responsible for safety matters?
- Have you risk assessed your event and prepared a safety plan?
- Did you involve your workers during the planning of your event?
- Did you liaise with other agencies?
- Have you gathered and assessed relevant information to help you determine whether you have selected suitable and competent contractors?
- Have you provided the right workplace facilities?
- Have you planned for incidents and emergencies?
- Have you identified the:
 - scale, type and scope of the event
 - type and size of audience
 - location
 - duration of the event
 - time of day and year the event will be held
- Have you liaised with your suppliers and have you checked that they can:
 - demonstrate knowledge and understanding of their work and the health and safety hazards involved
 - provide evidence of a trained workforce and the competence of key staff for the project
 - provide evidence of previous successful work that shows they can adopt and develop safe systems of working