Aberdeenshire Council Events Guidance – RISK ASSESSMENTS FOR EVENTS

Contents

INTRODUCTION

Event Organisers have a requirement to hold a safe and secure event. In doing so it is important that you have considered all the risks that you may encounter and a key tool to help you do so is the Risk Assessment process.

The key tool for creating an Event Safety Plan is the process of Risk Assessment. Aberdeenshire Council require a copy of your Event's Risk Assessment before we can grant approval and/or a licence to hold the event.

Our advice is that a Risk Assessment should be completed for every event whether or not a Public Entertainment Licence is required. A Risk Assessment should be considered an essential part of the event planning process and not simply a requirement to obtain a Public Entertainment Licence. A Risk Assessment must be submitted as part of your application and can be incorporated in your events safety plan.

The Risk Assessment process considers what potentially could happen at your event which could cause injury or loss and identifies measures you can take to remove or reduce the risk to a suitable level. As conditions and requirements can change whilst preparing for the event, a risk assessment process should be considered an ongoing process before, during and after the event and amendments to your Risk Assessment may be needed at any stage of the planning.

A Risk Assessment is a legal requirement of all employers and Event Organisers, under the Management of Health & Safety at Work Regulations 1999. Event Organisers have an obligation to ensure, so far as reasonably practicable, the health safety and welfare of their employees and others who may be impacted by their activities, such as participants or attendees.   A Risk Assessment protects you as Event Organiser as it is evidence that you have put in place arrangements to plan, manage, control, monitor and review preventative and protective

measures and for any identified risks to be sufficiently mitigated to keep those attending or working at the event safe.

In order to meet these obligations, Event Organisers will need to firstly assess the risks/hazards present at or created by the event and then develop and install measures to reduce or remove these risks. This process of risk management starts with a Risk Assessment.

Employers are required to appoint a competent health and safety professional to assist them in undertaking these obligations to ensure they comply with health and safety regulations. In applying these principles to Event Planning, if you the Event Organiser, or a member of your team, are competent in health and safety then you may wish to carry out the Event's Risk Assessment yourselves. If you do not have the required competence, then you must appoint someone to carry out the assessment on behalf of the event.

The Health and Safety Executive defines a "competent person" as someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the size, nature and location of the Event and the risks associated with it.

For information to help you with your Event Risk Assessment see [Managing risks and risk assessment at work – Overview -HSE](). The Health and Safety Executive (HSE) website contains a suite of documents and 'Guidance on Running Events Safely' [Events health and safety (hse.gov.uk)]().

The Health & Safety Executive advise that a simple 5-step approach is used to assess and control risks arising from any particular activity:
1. Identify the Hazards
2. Decide who might be harmed and how
3. Evaluate the risk and decide the control measures
4. Record the findings and implement
5. Review and update if necessary

Once the risks have been identified and evaluated, assessors must determine suitable preventative measures to remove the risk completely or control measures to reduce the risk to an appropriate / minimum level.

HIERARCHY OF CONTROLS
When you come to consider the controls that you are enacting you should consider the Hierarchy of Controls. As detailed on the diagram below the system sets out the most effective (Elimination) to least effective measures (PPE) when it comes to reducing risk and recommends that measures are implemented based on this hierarchy:

List of most effective to least effective measures

Elimination	▪ Physically remove the hazard
Substitution	▪ Replace the hazard
Engineering controls	▪ Isolate people from the hazard
Administrative controls	▪ Change the way people work
PPE	▪ Protect the worker with Personal Protective Equipment

Hierarchy of Controls

Most effective → Least effective	Elimination	Physically remove the hazard
	Substitution	Replace the hazard
	Engineering controls	Isolate people from the hazard
	Administrative controls	Change the way people work
	PPE	Protect the worker with Personal Protective Equiopment
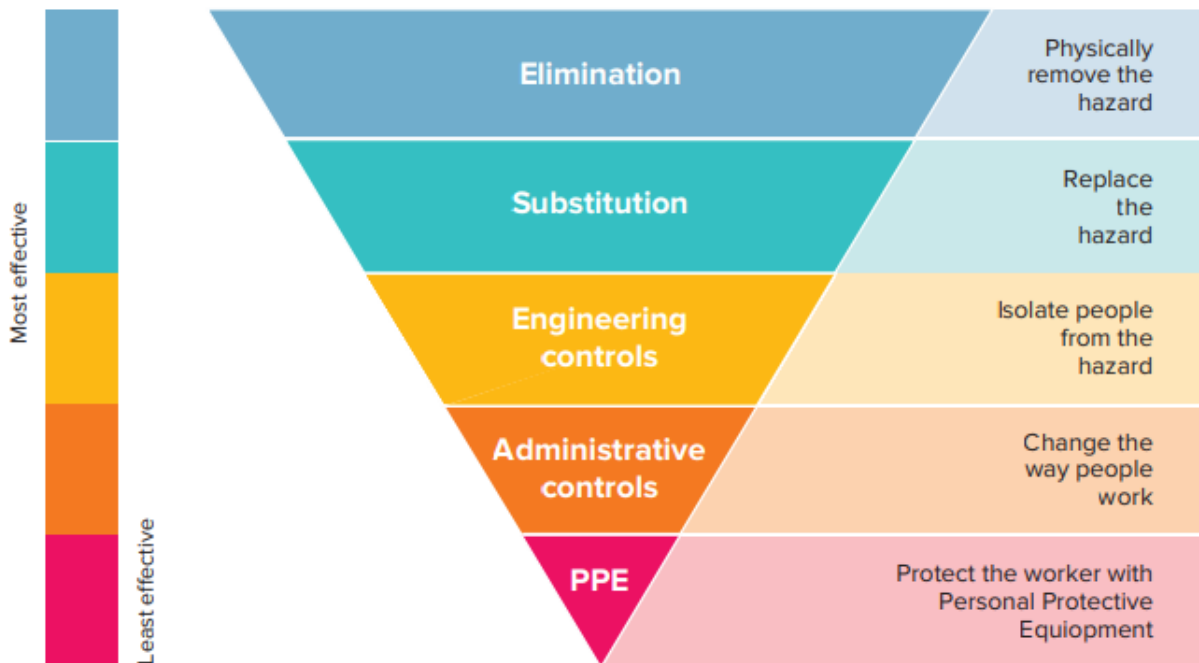
Risk assessments should be carried out during the planning stages of the event to ensure that there is enough time to make any required changes to ensure the event can be delivered safely. Risk assessments will likely change as the event plans develop and should be regularly reviewed and updated in line with any relevant changes to the event plans. The event organiser should ensure that contractors, suppliers and entertainers, are competent and have supplied detailed risk assessments, and where appropriate method statements (which detail the specifics of how a task should be carried out) for their activities. Copies of these should be held on file and available upon request and works should be monitored to ensure safe working practises and adherence to the methods as detailed within their method statements. Guidance on using contractors has been produced by the HSE and can be found HSE - Using Contractors (A brief guide)

When assessing the competency of those contracted for the Event, organisers should consider their experience at similar events, membership of any governing bodies or industry associations and references from other events.

Event Organisers will also find valuable guidance on Event Risk Assessment and Health & Safety at Events in the following sections of The Purple Guide:
1. Health & Safety Legislation (thepurpleguide.co.uk)
2. Planning, Management & Risk Assessments (thepurpleguide.co.uk)

5-STEP APPROACH TO ASSESS & CONTROL RISKS ARISING FROM ANY PARTICULAR ACTIVITY

1. Identify The Hazards
Consider in full all the various elements, activities and components that will make up your Event and think about what may cause harm (these are called hazards).

The Purple Guide highlights some of the Key Things to consider when planning an Event as:

The location (venue/site)	▪ The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk management on a range of issues (see Chapter 3).
Event Activities	▪ The type of event activities will determine the health and safety risks involved.
Audience Profile	▪ The activity will determine the type of people who come and their expectation of the event. Establishing an audience profile will lead to predictions regarding anticipated behaviour and indicate where particular risks may arise. ▪ The audience profile will inform decisions on various issues, including the type of construction required, welfare facilities and stewarding.
Crowd Numbers	▪ The number of people expected to attend will affect the resources and facilities required, from basics such as toilets and parking through to determining whether special arrangements. are needed for medical services and waste management. ▪ How do you propose to understand how many people are coming to your event?
Length & Timing of Event	▪ Consider how long the event will last, plus the time of day and time of year. ▪ What other events are happening locally at the same time?
Access	▪ Access to and around the site will require careful planning to reduce the likelihood of overcrowding and any potential risk of crushing. You will also need to plan how people arrive and leave your event in terms of transportation.
Infrastructure	▪ The type and scale of the event will determine what resources are needed to allow safe enjoyment, e.g. availability of a safe electrical supply. Planning for this will be required at the outset.

Look back at any previous Event records and debriefs and identify learning from accident / incident reports.

2. Decide Who Might Be Harmed and How

For each hazard, think about how Event Staff/employees, contractors, visitors or members of the public attending the Event and members of the public in the general and immediate vicinity of the Event may be impacted.

3. Evaluate the Risk and Decide the Control Measures

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

<u>Decide:</u>
- who might be harmed and how.
- what you are already doing to control the risks.
- what further action you need to take to control the risks.
- who needs to carry out the action.
- when the action is needed by.

<u>Control the Risks</u>
Look at what you are already doing, and the controls you already have in place. Ask yourself:
- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

<u>If you need further controls, consider:</u>
- redesigning the job
- replacing the materials, machinery or process
- organising your work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it

<u>What reasonably practicable means</u>
Put the controls you have identified in place. You are not expected to eliminate all risks, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

You can find more detailed guidance on Risk assessment: More detail on managing risk - HSE

4. Record your Findings

Record your significant findings, including:
- the hazards (things that may cause harm).
- who might be harmed and how.
- what you are doing to control the risks.

To help you, please refer to the HSE and Purple Guide websites and to additional examples provided further in this Section.

Do not rely purely on paperwork as your main priority should be to control the risks in practice.

5. Review the Controls and Update if Necessary

You must review the controls you have put in place to make sure they are working. You should also review them if:
- they may no longer be effective.

- there are changes in the Event Plan or arrangements could lead to new risks such as changes to:
    - staff
    - a process
    - location
    - activities
    - audience profile
    - crowd numbers
    - date, time and duration of the event
    - access to the Event
    - Infrastructure and/or equipment being used.

Also consider a review if your Event Staff or Volunteers have spotted any problems or there have been any accidents or near misses.

Update your risk assessment record with any changes you make.

EXAMPLE HAZARDS

An example risk assessment template with a sample risk is provided on the web page - and below is a list of common hazards found at outdoor public events that Event Organisers should include as relevant to their Event – this is not an exhaustive list and other risks as applicable should all be detailed in the Event Risk Assessment.

- Lone working
- Environment – outdoors location/topography and event staff workspace environment risks
- Event specific activities e.g. fire juggling, swimming, physical activities, fireworks & pyrotechnics
- Adverse or severe weather e.g. High Winds, Cold, Rain, Snow/Ice, Storms, Hot Weather
- Slips, trips, falls (due to spills, uneven surfaces or obstacles in the event space / workspace
- Vehicle movement within a pedestrian area – collision between vehicle and pedestrian on-site pre, during and post event (*Accidental or Deliberate actions*)
- Vehicle impact with event / workspace infrastructure
- Crowd control and safety of spectators – e.g. access and egress points, lack of adequate crowd flow design, safe capacity of event areas, evacuation procedures, potential for crowd crushing and associated injuries
- Work equipment (dangerous implements e.g. knives, needles, glass, scissors etc.)
- Manual handling (lifting, carrying, pushing, pulling) of things or people
- Fire
    - of workspace structure
    - of partitioning
    - of workspace contents
- Noise
- Electricity
    - failure of power and lighting
    - temporary electrical installations
    - fire

- Machinery/equipment (e.g. kettle, heater etc.) use/failure
- Structural collapse (of workspace)
- Working at height e.g. falls from height whilst rigging / de-rigging
- Object / fixture etc. falling from height

SITE INSPECTION

It is important that the measures detailed to reduce or control the risks highlighted at the initial risk assessment stage are implemented, installed, monitored and maintained. Before the event opens to the public, the organiser should ensure that a pre-event site inspection has taken place and that the site is deemed to be safe. It is recommended that Event Organisers utilise checklists for pre, live and post event inspections as risks are often created due to the influence of different factors relating to each phase.

Event Organisers are advised to carry out their site inspection leaving enough time to make right any issues before the Event is scheduled to open. For events which feature catering or any other licensable activity Officers representing Aberdeenshire Council may require to inspect the site before permission can be granted for the event to be opened to the public. It is advised that this inspection is scheduled once the site has been built but again, with enough time to make right any issues before the Event is scheduled to open.

For Events of scale, it is common for a multi-agency site inspection to take place. This will likely involve partners from the Safety Advisory Group who have been involved through the planning phase of the event. All aspects of the Event should be continuously monitored in the context of safety throughout including those risks specifically identified at the initial assessment stage or during the pre-event inspection. This responsibility can be shared between the Event Management Team or be assigned to an individual who has the competency to do so.

Risks should be addressed upon discovery, and it is recommended that a record of this is maintained throughout the Event. A simple method would be to take photographs of the risks upon discovery and then again once the risk has been addressed using the methods detailed above. An example Site Inspection Checklist is provided at pages 9 and 10 of this guidance.

FURTHER READING & RESOURCES

The Scottish Government have created Healthy Working Lives which is a platform for encouraging, supporting, and advising employers on how to develop safe work environments but which is also useful for Event Organisers when it comes to keeping volunteers safe. The website provides useful guidance on how to create a risk assessment, assess the risks of your workplace and other practical tips on workplace Health & Safety.

PH Scotland Healthy Working Lives - How To Carry Out A Risk Assessment

The Purple Guide to Health, Safety and Welfare at Outdoor Events

HSE - Risk Assessment and Risk Management

HSE - Steps Needed To Manage Risks

Aberdeen City Council – Event Management Guides

HSE - Running An Event Safely

EVENT SITE INSPECTION CHECKLIST (Page 1 of 2)

Venue:		Capacity:	
Date / Time:		Event Organiser:	
		Venue Manager:	

The Event Organiser and/or Venue Manager must carry out a site inspection prior to the Event opening to the public. The Pre-Event Checklist should be completed at the Event Venue. During the event the Event Organiser, Venue Manager and all staff should remain vigilant for any issues, especially those which could have an impact on the public's safe enjoyment or the Event or Risk the successful delivery of the Event. Incidents and Actions should be recorded in the Operational Log format with photographs / images / drawings added as available.

Pre-Event Checklist:	Yes	No	N/A
Has the site been walked and is free from surface water, trip hazards and other risks?			
Has gritting taken place and is the spread sufficient?			
Are entrances, exits and emergency exits clearly indicated, visible/lit and free from obstruction?			
Are appropriate levels of staff in place?			
Are stewards in position and briefed?			
Are adequate communication networks in place and tested?			
Can emergency vehicles gain access?			
Is there appropriate first aid provision and means of contact arranged and tested?			
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Is there appropriate first aid provision and means of contact arranged and tested?			
Has appropriate fire extinguishers been provided for the site and their locations known?			
Are appropriate security measures in place and understood?			
Are proportionate counter-terrorism mitigations in place and briefed/understood?			
Are appropriate vehicle and pedestrian segregation measures in place?			
Is lighting in place where required?			
Has appropriate and adequate signage been displayed?			
Has the vehicle curfew for on-site movements been implemented?			
Are all structures and installations complete?			
Have all structures and installations been inspected and approved by competent person?			
Have all potentially hazardous activities been segregated or made safe?			
Are toilet and welfare facilities in place and serviced?			
Have wastebins been provided / emptied / maintained?			
Are medical / First Aid arrangements and staff in place?			
Is Event Control in place and staffed as planned?			
Any other Checks:			

What is the weather forecast for the Event?	
Does the weather forecast cause concern, if so, what mitigations are being taken?	

Additional Defects	Remedial Action

Venue Lead: _____   Signed: _____

EVENT SITE INSPECTION CHECKLIST (Page 2 of 2)

ATTENDANCE Day 1		
Times	Total for Time Period	Cumulative Total
Opening – 10am		
10am – 12 noon		
12 noon – 2pm		
2pm – 4pm		
4pm – 6pm		
6pm – 8pm		
8pm – 10pm		
10pm - Close		

WEATHER CONDITIONS Day 1	
Time	Description/Consequences/Actions
Opening	
10am	
12 noon	
2pm	
4pm	
6pm	
8pm	
10pm	

ATTENDANCE Day 2		
Times	Total for Time Period	Cumulative Total
Opening – 10am		
10am – 12 noon		
12 noon – 2pm		
2pm – 4pm		
4pm – 6pm		
6pm – 8pm		
8pm – 10pm		
10pm - Close		

WEATHER CONDITIONS Day 2	
Time	Description/Consequences/Actions
Opening	
10am	
12 noon	
2pm	
4pm	
6pm	
8pm	
10pm	

OPERATIONAL LOG		
Date/Time	Description / Action / Comment	Image / Conclusion

Venue Lead: _____ **Signed:** _____

RISK ASSESSMENT EXAMPLE

Event: 'Example Event Games' Any Town, Aberdeenshire	Dates: (Build / Event / De-rig) 13 & 14 June 2024 – Build 15 June 2024 – Event 16 June 2024 – De-rig	Date RA Undertaken: 10 January 2024
Venue: Any Town Games Field, Aberdeenshire	RA Undertaken by: Mr. John Mitigate	Distribution:
Scope of Event Arena: • Games Arena • Car Parking – Football Pitches	Signed: For:	• Aberdeenshire Council Events/SAG Partners • Event Manager • First Aid Team • Contractors
Organiser: Example-Events Ltd.		

Scope of Risk Assessment:
- Pre-Event Build
- Event
- Post-Event De-rig and clean-up of site

Key Activities / Visitor Profile:
- A paid event, within one venue that showcases the various Highland Games competition events (Piping, Pipe Bands, Highland Dancing, Heavies Events, Light Events and Tug 'o' War) and provides a number of free family activities as well as trade and charity stalls either selling goods or giving information to the attendees.
- The event is marketed as a family event and to as wide an audience as possible.
- The anticipated attendance is anything from between 3,500 and 5,000 made up of locals and UK and international tourists.
- The maximum capacity anyone time is 8,000 persons within the event area.
- There will be a Public Bar with a fenced outdoor area, no drinking is allowed out with this area.
- There will be licensed fast food vendor stalls located in an area adjacent to the Public Bar area from where hold and cold food and non-alcoholic drinks can be purchased.
- There is also a fun fair within the event grounds managed by Anytime Fairs Ltd.

- Free car parking is available on the adjacent football fields/green field sites.

HEADING DEFINITIONS

Hazard: is something which could cause harm. Example hazards, common to an event, are provided at page 6 of the associated Aberdeenshire Council Events Guidance – RISK ASSESSMENTS
Who is at risk: Is the assessment of the persons who may be at risk from the hazard.
Control Measures: Are the details of the control measures used to reduce either the Probability of the hazard occurring or the Severity of the consequence.
Further action needed: If the control measures in place are not deemed suitable and sufficient, what further action can be taken to reduce the likelihood of the accident occurring or the severity of any injury/outcome.

Hazard	Who might be harmed and how	Existing controls	Further action needed to control the risk	Carried out by whom?	Carried out by when?	Done (✓/x)
Slips, trips and falls	Employees Public Volunteers Contractors	• The event is taking place on land owned and maintained by *Any Town Games Club* who are responsible for keeping it in a safe condition for public use. • Prior to taking occupancy a site inspection will take place to identify and repair any uneven areas of the ground. • Site has been designed avoiding cables crossing public areas and where this is not possible cable matting or alternative used as required. • Good Housekeeping - Continual monitoring of the site by event organisers and stewards to ensure no obstructions are left on site as trip hazards. • Regular monitoring of ground and weather conditions and any areas deemed unsafe will be cordoned from members of the public. • Implement a defect reporting system. • Conduct a site walk through prior to event opening during which potential hazards would be identified and fixed. • There are 5 areas of the site deemed to have insufficient street lighting at night, these areas will be covered by additional portable tower lighting. • Public communications will be used to alert Public to any emerging risk and directions to follow.				

Hazard	Who might be harmed and how	Existing controls	Further action needed to control the risk	Carried out by whom?	Carried out by when?	Done (✓/x)
Vehicle Movement within a pedestrian area – Collision between vehicle and pedestrian on-site pre, during and post event.	Employees Public Volunteers Contractors Crush injuries, death	• Site has been designed to separate vehicles from pedestrians. *(For example, cleansing vehicles for toilets will have a controlled route out of the event arena)* • A sterile working area will be created during the build and de-rig phases to ensure no public access to the site. • Regular monitoring of vehicle movement by event organisers. • Vehicle curfew in place so there is no vehicle movement during the event. • Site Rules communicated in advance to all contractors – Including use of banksmen, hi-viz worn at all times and site speed limit. • Maximum on-site speed limit of less than 10 mph. • Staff and contractor briefings to take place before gaining access to the site. • Steward plan to enforce site rules and prevent unauthorised vehicle access/movement and manage authorised vehicle access/movement • Use of Hostile Vehicle Mitigation measures will be considered against any prevailing Terrorist or Security Threat. • Car park layout designed to control movement of vehicles. • Delineation of vehicles and pedestrian movement areas in Car Parks and to/from Event Site. • Car park staffing employed to coordinate and direct vehicles.		Event Safety Manager	Before event	

		- Staff briefing and training held prior to the event to introduce risks and develop measures to keep staff safe whilst carrying out their duties alongside issue of PPE. - Car park inspected prior to event and high-risk areas cordoned off or made safe using ground protection. - Weather related considerations will be maintained during the lead into the event to inform on Car Parking arrangements and any supplementary action to maintain the use of the grassland Car Park.			