

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: <ul style="list-style-type: none"> • Aberdeenshire Council Events/SAG Partners • Event Manager • First Aid Team • Contractors
Scope of Event Arena: <ul style="list-style-type: none"> • Games Arena • Car Parking – Football Pitches 	Signed:	
Organiser: Example-Events Ltd.	For:	

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 hot 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.

EXAMPLE RISK ASSESSMENT

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	<ul style="list-style-type: none"> • The event is taking place on land owned and maintained by <i>Any Town Games Club</i> 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.	<p>Employees</p> <p>Public</p> <p>Volunteers</p> <p>Contractors</p> <p>Crush injuries, death</p>	<ul style="list-style-type: none"> Site has been designed to separate vehicles from pedestrians. <i>(For example, cleansing vehicles for toilets will have a controlled route out of the event arena)</i> 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	

		<ul style="list-style-type: none">• 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.				
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