**RISK ASSESSMENT (EVENTS)**

If you have any questions regarding this risk assessment, please email [su.societies@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk).

**Key Details**

|  |  |
| --- | --- |
| Name of Group (Society/ Club): | Please fill in |
| Name of Event: | Please fill in |
| Event Organiser Name: | Please fill in |
| Event Organiser Email Address: | Please fill in |
| Event Organiser Contact Number: | Please fill in |
| Event Dates: *(Include Start and end date and time)* | Please fill in |
| Event Location: *(Include as much information as possible, including addresses)* | Please fill in |
| Name of First Aiders Present:  *(If no first aider is present, what action will be taken if First Aid is required?)* | Please fill in |
| Date Completed: | Please fill in |

**How to fill in your risk assessment**

Identify all the activities in your event. This includes setting up and clearing away.

Identify the potential hazards that could be associated with these activities.

Identify who could be harmed from these hazards and how.

What are the control measures that can be put in place to mitigate these risks?

Work out the Risk Score for each potential hazard.

If the Risk Score is too high, what else will you need to do to control the risk?

Once you have completed the Risk Assessment, ensure that you implement the controls laid out in the risk assessment

**What are the potential hazards?**

A hazard is defined as ‘something with the potential to cause harm’. Whilst ‘harm’ is usually used in the context of pain and suffering to individuals, it can also be used to describe the negative effects of a particular risk or objective being achieved such as an inability to achieve income or bad publicity.

Identify potential hazards – consider all the activities within the event, here is a list of potential hazards that may apply to your event:

☐Alcohol consumption

☐Chemicals, fumes, dust

☐Confined space

☐Controversial content

☐Crowd control

☐Electrical equipment & wiring

☐Environmental noise

☐Fairground equipment

☐Fall of objects

☐Fall of person

☐Fire hazards

☐Fireworks

☐Food provision

☐Heating & ventilation

☐Hot water/liquids

☐Inflatables

☐Lasers

☐Layout & traffic routes

☐Lighting levels

☐Lighting systems

☐Lone working

☐Machinery/lifting equipment

☐Manual handling

☐Marquees

☐Noise & vibration

☐Other temporary structures

☐Pressurised equipment

☐Pulled muscles

☐Pyrotechnics

☐Sanitation

☐Seating arrangements

☐Slips, trips, housekeeping

☐Speaker/Panellist event

☐Use of portable tools/equipment

☐Vehicles, driving

☐Violence to attendees or staff

☐Welfare

☐Work with animals

☐Other – please specify

*This is not an exhaustive list, and there will be hazards identified for your event that are not listed above.*

**Who could be affected?**

Identify people at your event who may be at risk from potential hazards – here is a list of potential people that may apply to your event:

☐Children

☐Committee Members

☐Contractors

☐Participants

☐Special needs

☐Spectators

☐Staff

☐The Public (non-LSE)

☐Other – please specify

**What is the risk score of each of these potential hazards?**

You will need to assess the level of risk that each potential hazard that you have selected and put this score down in your risk assessment. Risk is the combined assessment of the likelihood and severity for any given hazard, so therefore there are two elements that you will need to look at when assessing the level of risk:

1. The risk severity (the severity of any resulting injury or ill−health)
2. The risk probability (the likelihood of the hazard causing harm).

**Risk Severity:**

* MINOR: Superficial injuries - cuts, bruises, mild skin irritation, mild aches and pains − requiring first aid only. Minor property damage.
* SERIOUS: More serious injuries or ill-health, requiring time off work or study or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage.
* MAJOR: Broken limbs, amputations, long-term health problems, or acute illness requiring medical treatment, loss of consciousness, serious electric shock, loss of sight. Major property damage.
* FATAL: Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.

**Risk Probability:**

* VERY UNLIKELY: Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.
* UNLIKELY: Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.
* POSSIBLE: Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.
* LIKELY: Poor or no controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.

**Use this matrix to find your risk score for each identified hazard:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | RISK SEVERITY | | | |
| MINOR | SERIOUS | MAJOR | FATAL |
| RISK PROBABILITY | VERY UNLIKELY | 1 | 2 | 3 | 4 |
| UNLIKELY | 2 | 4 | 6 | 8 |
| POSSIBLE | 3 | 6 | 9 | 12 |
| LIKELY | 4 | 8 | 12 | 16 |

**What are you doing to manage these potential hazards?**

What are you doing to manage the potential hazards – you will need to implement a control measure before and during the event. A control measure is something that reduces the likelihood or severity of an incident occurring from a given hazard.

**Now complete your risk assessment:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard Identified | Describe why this is a potential hazard? | Who is at risk? | Risk Score | Actions to be taken before the event to avoid the potential hazard from happening? | Actions to be taken at the event? | Who will do this? |
| *Example:*  *Crowd control* | *Example:*  *- Full capacity audience expected (250-275)*  *- To arrive (and then later depart) within 20–30-minute window and to be in foyer area prior to moving into lecture theatre* | *Example:*  *- Spectators* | *Example:*  *2* | *Example:*  *- Agreed fire capacities adhered to.*  *- All attendees have had to register and will be given a ticket upon arrival to ensure capacitates maintained.* | *Example:*  *- 6 x committee members on duty during evening to ensure safe*  *movement of attendants around building.*  *- Committee members briefed on fire capacities, regulations, & emergency exits* | *Example:*  *- Name of Responsible person for event*  *- Names of committee members acting as event stewards* |
| Please fill in/ add rows | Please fill in/ add rows | Please fill in/ add rows | Please fill in/ add rows | Please fill in/ add rows | Please fill in/ add rows | Please fill in/ add rows |
|  |  |  |  |  |  |  |