



GETGIGSEASY

Events Risk Assessment Procedure

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Events Risk Assessment Procedure

1. Introduction

The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments of their work activities to identify significant hazards that could harm either their employees or others affected by the activity, in order to decide what needs to be done to eliminate, reduce or manage the risk. Other health and safety legislation also require risk assessments to be undertaken.

GetGigsEasy delegates the task of undertaking risk assessments and implementing control measures to events managers or other relevant persons who manage or organise activities. This procedure is intended to assist any member of GetGigsEasy charged with the task of undertaking risk assessments.

Venues and Clients are responsible for making arrangements for premises-related risk assessments where the premises is not owned by GetGigsEasy, covering such risks as, but not exclusively, fire, legionella and asbestos.

2. Guidance on completing risk assessments

This section of the procedure sets out the key elements that must be addressed in any risk assessment regardless of how the assessment is recorded.

Key elements that must be included in all risk assessment include:

What activities the risk assessment covers?

A brief description should be provided so it is clear what activities or events are covered by the risk assessment e.g. replacing light fittings, holding a widening participation event etc. Risk assessments for events should identify the date, time and location for the event.

Identify any hazards arising from the activity.

This means identifying those aspects of an activity that have the potential to cause harm to staff, students, visitors, contractors or anyone else who could be affected by the activity. Consideration must be given to ensuring all significant hazards are identified.

Assessing the risk of someone being harmed.

The risk assessment must assess the risk – the risk is the likelihood of the harm occurring, and the severity of the injury likely to be sustained.

Risks can arise from:

The physical location where the activities are taking place e.g. using a ladder on a busy staircase is likely to increase the risk;

The equipment being used e.g. poorly maintained equipment or equipment not fit for the purpose for which it is used is likely to increase the risk;

The method of work used, e.g. maintenance work in occupied areas;

Competence of those undertaking the activity, e.g. what training and instruction those undertaking have received;

Knowledge of those affected by the activity, e.g. visitors attending a public event and those who are unfamiliar with the layout of the building may have more difficulty evacuating in the event of a fire than those familiar with it.

Measures to control the risks

The risk assessment must identify what measures are already in place or need to be taken to prevent, reduce or manage the risks. The risk assessment may identify who is responsible for taking action to implement measures identified as being necessary to control the risks, with timescales for implementation where appropriate. Where this detail is not identified it is assumed to be the Event Manager's responsibility.

The Management of Health and Safety Regulations require employers to follow "the Principles of Prevention" when determining what control measures are required. In practice this means:

- a. Avoiding the risk wherever possible - consider if it is really necessary to undertake the task or activity
- b. Combating the risks at source – e.g. repair a defective floor rather than post a warning notice
- c. Adapting work to the individual
- d. Substituting hazardous substances or processes with less hazardous substances or processes e.g. substituting solvent-based products with non-solvent products
- e. Giving priority to measures that protect the whole workplace e.g. having good duct extraction rather than issuing dust masks to individual employees.
- f. Personal protective equipment should be used as the last resort, and only when it is not possible or practical to control the hazard by any other means
- g. Providing appropriate instruction, supervision and information

Reviewing the assessment

Unless the risk assessment covers a specific event, the risk assessment must specify a date when it should be reviewed. Generally risk assessments should be reviewed at least once per year, or sooner if there has been an accident involving the activity in question, or there have been any changes which make the findings of the assessment no longer valid. For example, if there are changes to personnel, equipment, working methods etc.

The risk assessment must be dated and state the person or persons undertaking the risk assessment.

3. Communicating the findings of the risk assessment to those who need to know.

A crucial element of any risk assessment is that the information on hazards and how the risks will be controlled must be disseminated to all staff involved in the activities and also to those who have a role in implementing the control measures. It is for the Event manager or person undertaking the risk assessment to decide how best to communicate the findings of the risk assessment to those who need to know. This could be by means of written instructions, team meetings, emails, toolbox talks etc.

4. Monitoring and reviewing the risk assessment process.

The Health and Safety Co-ordinator in each department or division will submit a return to the Health and Safety Team listing the risk assessments undertaken by their department or division. A sample of the risk assessment return sheet is provided in Annex B.

The Head of Health and Safety will be responsible for keeping a register of all returns and reporting progress to the Health and Safety Committee.

A small working group consisting of members of the risk assessment review group will, in conjunction with the Health and Safety team, conduct an annual audit of a sample of risk assessments listed in the returns, to ensure that risk assessments are being carried out in accordance with this procedure. Findings of the audit will be reported to the Health and Safety Committee.

5. Risk assessment relating to individuals

Young people or those on work experience.

Due to inexperience and immaturity which may affect their awareness of risks, young persons aged 18 years or younger are deemed to be especially at risk. The relevant event manager must arrange for a specific risk assessment to be undertaken where anyone aged 18 years or younger undertakes any work either on a temporary work experience placement or is employed on a permanent basis. Where a young person is employed in an environment where they may be expected to operate machinery or moe heavy equipment, a detailed risk assessment is required.

Individual Stress risk assessment

Where an individual employee reports that they are experiencing work related stress or the Line Manager has reasonable evidence to suspect that a member of staff is experience work related stress, the Line Manager should seek advice from their HR Partner regarding conducting a stress risk assessment. The Health and Safety team will also provide assistance.