

# Event Risk Assessment and Guidance Template

|                                    |  |                                   |  |
|------------------------------------|--|-----------------------------------|--|
| Name of proposed Event:            |  | Start and Finish Times:           |  |
| Proposed Location:                 |  | Event Type <sup>1</sup> :         |  |
| Duration (start and finish dates): |  | Task being assessed: <sup>2</sup> |  |

## Completion Instructions:

- Before completing and submitting an event management plan you need to complete and submit an initial event enquiry form. The initial event enquiry form and supplementary information must be submitted in accordance with the timescales outlined in our [Hosting an Event Guidance](#).
- Please refer to our Organising Safe Events page on our website where you will find advice on how to organise a safe event and how to notify the council that you are planning to hold do so.
- The risk assessment, along with other documentation as outlined in our Hosting an Event Guidance section “checklist for submission”, will need to be submitted following submission of your initial event enquiry form to [events@kingston.gov.uk](mailto:events@kingston.gov.uk).

## Licensing

You may require a licence if you want to carry out any of the following activities at your event:

- selling or supplying alcohol
- providing entertainment such as; music, film exhibition or stage performance
- serving hot food or drink between 11pm and 5am
- selling, or offering to sell, any items or services in the street
- offering tattooing, piercing, massage, manicure and pedicure and other special treatments
- providing a raffle/tombola or other gambling activity
- providing entertainment involving animals.

For more information on licensing please see our [website](#) or contact our licensing team - [licensing@kingston.gov.uk](mailto:licensing@kingston.gov.uk)

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<sup>1</sup> Event types are listed as; Street Party, Play Street, FunFair / Fairground, Keep Fit / Outdoor Activity, Outdoor Sporting Event, Outdoor Theatre / Cinema, Running Event / Large scale sponsored walk, Carnival / Procession, Fireworks Display / Bonfire, Music Festival / Concert, Food / Farmers / Arts & Crafts Markets, Christmas Market / Fayre, River Event, Annual / National Celebration Days, Other e.g. including live animals, car/bike show etc.

<sup>2</sup> \*Your risk assessment should address all periods of the event (build/open/break/site closed). You may wish to carry out a separate risk assessment for the different event phases.

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## **Insurance**

If operating the event on council land or within council property, all event organisers must hold public liability insurance of at least £10 million (lower levels can be considered for small events, subject to an analysis of the risks). Include a copy of the policy with your event management plan. We cannot directly advise you on this insurance, so you will need to approach insurance companies for quotes and once purchased provide us with proof of purchase.

Please be aware that you must make sure your contractors and partners hold public liability insurance and any other insurance policies as necessary. You will need to obtain and retain copies of your contractors' insurance policies. Please include details in your risk assessment.

## **Severe Weather Conditions and Event Cancellation**

You need to consider any weather conditions which may affect or lead to your event being cancelled and how you will manage this.

Things to consider:

- plan for all weathers, heavy rain and storms (high winds) as well as hot weather, and impact on attendees and staff
- how will you notify attendees if the event is cancelled
- adverse weather insurance
- whether the site is at flood risk
- how you and the event management team will decide whether conditions are too risky for your event to go ahead.

# Event Risk Assessment and Guidance Template

## Part 1: Guidance on Preparing Your Risk Assessment for Your Event - **Example**

|   |   |                           |          |
|---|---|---------------------------|----------|
| <b>Assessed by (name)</b>   | Joe Bloggs  | <b>Date of Assessment</b> | DD/MM/YY |
| <b>Describe below the process, activity or task to be risk assessed.</b>                    |   |                           |          |
| <b>Describe the location where the activities are taking place.</b>                         | Go into as much detail as possible about the location of your event (open space, street name, building premises, open water nearby, etc). |                           |          |
| <b>Describe the activities being performed.</b>   | Add information such as live music performances, fairground attractions, selling of food, etc.  |                           |          |
| <b>Describe the equipment and/or substances being used.</b>                                 | Add information such as electrical equipment (computers, lighting, generators, tools), ladders, cleaning chemicals, face paints, etc.     |                           |          |
| <b>Describe the people involved in these activities (and others who might be affected).</b> | Add information such as public/attendees and target audience, performers, volunteers, staff, contractors, known vulnerable persons, etc.  |                           |          |

# Event Risk Assessment and Guidance Template

| Column 1*                                 |  | Column 2   | Column 3   | Column 4             |   |   | Column 5   | Column 6   | Column 7             |   |   |
|---|--|--|--|----------------------|---|---|--|--|----------------------|---|---|
| Description of hazard and hazardous event |  | Who might be harmed?   | What risk controls are currently in place?   | Current risk rating* |   |   | Are further controls needed?   | Date to be completed by?   | Residual risk rating |   |   |
|   |  |  |  | L                    | C | R |  |  | L                    | C | R |
| <b>Location</b>                           | What hazards relate to a specific location?<br>E.g.<br>Cables trailing across <b>the floor</b> , leading to slips, trips and falls.  | <p>Define a range of who is at risk for example:</p> <p><b>Event visitors</b> - those who have come to participate at the event.</p> <p><b>Performers</b> - those who are performing i.e. artists, musicians, etc.</p> <p><b>Volunteers</b> - those who have volunteered to help at the event.</p> <p><b>Staff / crew</b> - persons such as security, marshals, medics, builders, electricians, etc.</p> <p><b>Suppliers</b> - including contractors and traders</p> <p><b>Members of the public</b> - people in the general area of your event but not necessarily attending</p> <p><b>Children</b></p> | <p>What are you currently doing to control the hazards?</p> <p>E.g.</p> <p>Using a trolley to move boxes instead of carrying them.</p> <p>Have a policy in place to ensure the correct handling of chemicals.</p> <p>Making sure only sufficient trained people use the equipment.</p> |                      |   |   | <p>If the risk is sufficient, what further measures are you going to put in place to reduce the risk to a safe level?</p> <p><b>Remember</b>, if you state that you are going to put further controls in place, you must take action and do this. You must have the means to do it at the event and see that it happens.</p> | <p>Set a date for when you will implement the further controls. Be as precise as possible.</p> |                      |   |   |
| <b>Activities</b>                         | What activities will you be doing that could be hazardous?<br>E.g.<br><b>Climbing</b> up ladders leading to a fall.<br><b>Carrying</b> boxes / equipment, causing a back injury.             |  |  |                      |   |   |  |  |                      |   |   |
| <b>Equipment &amp; substances</b>         | What equipment / substances being used could be hazardous?<br>E.g.<br><b>Chemicals</b> spilling and causing a burn.<br><b>Electrical equipment</b> malfunctioning and causing a fire/injury. |  |  |                      |   |   |  |  |                      |   |   |

\* Please refer to the column notes below for further guidance.

# Event Risk Assessment and Guidance Template

## Column notes for second part of your risk assessment

|                 |   |
|-----------------|---|
| <b>Column 1</b> | <p>The <b>hazard</b> is anything with the potential to cause harm (e.g. chemicals) and the <b>hazardous event</b> takes place when someone or something interacts with the hazard and results in harm (e.g. spilling the chemical and getting burnt).</p> <p>When completing this column look for foreseeable hazards and risks. Having broken glass at your event is a foreseeable hazard that you can do something about. Don't list unlikely hazards e.g. autumn leaves that may fall from a tree and get into someone's eyes. Examples of hazards that should be considered can be found in Annex A.</p>  |
| <b>Column 2</b> | <b>Event visitors Performers Volunteers Staff / crew SuppliersMembers of the publicChildren</b>   |
| <b>Column 3</b> | Existing mitigation measures to reduce the risk of the identified hazards.  |
| <b>Column 4</b> | <p>This column refers to Likelihood (L), Consequence (C) and Risks (R).</p> <p><b>Likelihood</b> is the measure of the chance that the hazardous event will occur. You should use a 5 point scale to estimate this e.g. 1 - Very unlikely; 2 - Unlikely; 3 - Fairly likely; 4 - Likely; 5 - Very likely</p> <p><b>Consequence</b> is the severity of harm that someone may sustain. You should use a 5 point scale to estimate this e.g. 1 - Insignificant (no injury); 2 - Minor (minor injuries needing first aid); 3 - Moderate (up to 3 day absence); 4 - Major (more than 7 days absence); 5 - Catastrophic: (death).</p> <p><b>Risk</b> is calculated by <b>likelihood x consequences</b>. When you decide upon the scale of your risk and likelihood you then decide on a risk matrix e.g. When using a 5x5 scale, your risk levels could be 1-3 = low risk, 4-9 = medium risk and 10-25 = high risk.</p> <p><b>If any hazard is rated as high risk under R in column 4 then more mitigation measures will need to be put in place using columns 5, 6 and 7.</b></p> |
| <b>Column 5</b> | Additional mitigation measures that will be put in place to further reduce the risk of the identified hazard.   |
| <b>Column 6</b> | Refer to the information already provided in the example.   |
| <b>Column 7</b> | Using the information on ratings from the notes above (column 4), now evaluate the risk level based on the actions you have taken to find the residual risk rating.   |

# Event Risk Assessment and Guidance Template

## Part 2: Risk Assessment Template for Events

Please use the template below to record your risk assessment and include a site plan and event layout.

|   |  |                                   |  |
|---|--|-----------------------------------|--|
| <b>Assessed by (name)</b>   |  | <b>Date of Assessment</b>         |  |
| <b>Name of Proposed Event:</b>  |  | <b>Specific Date(s) of event:</b> |  |
| <b>Describe below the process, activity or task to be risk assessed.</b>                    |  |                                   |  |
| <b>Describe the location where the activities are taking place.</b>                         |  |                                   |  |
| <b>Describe the activities being performed.</b>   |  |                                   |  |
| <b>Describe the equipment and/or substances being used.</b>                                 |  |                                   |  |
| <b>Describe the people involved in these activities (and others who might be affected).</b> |  |                                   |  |



## Event Risk Assessment and Guidance Template

Part 3: Site Plan and Event Layout - you can use [google maps](#) to create this. Please also include details of the location and placement of any inflatable play equipment, funfairs/fairground, vehicles, temporary structures (toilets, stages, etc.)

# Event Risk Assessment and Guidance Template

## Annex A:

|     |   |     |  |     |                                     |
|-----|---|-----|--|-----|-------------------------------------|
| 1.  | Alcohol / drugs                         | 15. | Lone working   | 25d | Sponsors                            |
| 2.  | Animals                                 | 16. | Manual handling  | 25e | Traders and concessions             |
| 3.  | Chemicals / fumes / dust                | 17. | Medical accidents / incidents                                    | 26  | Technical Infrastructure            |
| 4.  | Communication                           | 18. | Night working  | 27  | Temporary Demountable structures    |
| 5.  | Electrical installations                | 19. | Noise and vibration  | 28  | Toilets / sanitation                |
| 6.  | Enclosed / confined spaces              | 20. | Plant or machinery equipment                                     | 29  | Tools                               |
| 7.  | Fire                                    | 21. | Seating  | 30  | Vehicle movement, routes and access |
| 8.  | Flreworks / lasers / pyrotechnics       | 22. | Security / stewarding provision                                  | 31  | Visitor and crowd management        |
| 9.  | Food hygiene                            | 23. | Site (glass, needles, dog fouling)                               | 32  | Water (drinking)                    |
| 10. | Fuel                                    | 24. | Slips, trips, falls  | 33  | Water - risk of drowning / flooding |
| 11. | Funfairs and rides                      | 25. | Special activities / performance                                 | 34  | Extreme Weather                     |
| 12. | Inflatables                             | 25a | <b>Suppliers</b> - consider risks associated with all suppliers: | 35  | Welfare / information               |
| 13. | Lighting                                | 25b | Contractors  | 36  | Working at height                   |
| 14. | Litter / waste disposal / contamination | 25c | Artists  | 37  | Working hours                       |