

Cottage Industries Association

EVENT RISK ASSESSMENT

Events Locations... Date:

L – Likelihood of Risk; Frequent (5); Probable (4); Occasional (3); Improbable (2); Remote (1)

S – Severity of Risk; Catastrophic (5); Major (4); Reportable (3); Serious (2); Minor (1)

DR – Degree of Risk = L x R

Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Floor, stakes etc	Public	Risk of tripping	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that they are clearly visible	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public entrance/exit	Customers & visitors	Risk of injury due to crowding/crushing	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that entrances are wide enough. Signpost exits inside marquee. At least 2 exits if 50+ people in marquee. Keep exits clear.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Floor of marquee – not covered	Exhibitors, customers, visitors	Risk of tripping if surface uneven	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that uneven surfaces are levelled before event starts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Floor of marquee – not covered	Exhibitors, customers, visitors	Risk of slipping in wet weather conditions	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that surface is liberally covered with straw, sawdust, wood bark.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Floor of marquee - covered	Exhibitors, customers, visitors	Risk of tripping e.g. on torn carpet or poorly secured wooden floor panels	<input type="text"/>	<input type="text"/>	<input type="text"/>	Check initial condition of floor, monitor throughout event and maintain where necessary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marquee structure	Exhibitors, customers, visitors	Risk of collapse in extremely adverse weather conditions	<input type="text"/>	<input type="text"/>	<input type="text"/>	Liaise with marquee company to establish performance limits of marquee. Monitor conditions carefully and evacuate if necessary.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electrical cables	Exhibitors, customers, visitors	Risk of tripping	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that cables are buried in ground or positioned underneath flooring	<input type="text"/>	<input type="text"/>	<input type="text"/>
Litter generated by exhibitors	Exhibitors, customers, visitors	Risk of tripping	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure system for safe disposal of litter is in place and enforced. (also risk of fire- see Fire Risk Assessment)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gangways between stands	Exhibitors, customers,	Risk of crushing, and blocking of escape routes if	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that gangways are at least 6 feet, and that stands do not encroach into them	<input type="text"/>	<input type="text"/>	<input type="text"/>

	visitors	gangways too narrow.						

Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Coverings to Exhibitors' stands	Customers, visitors	Risk of tripping if coverings are too long				Ensure that coverings are pinned so as not to drape onto the ground and that situation is monitored throughout the event			
First aid	Exhibitors, customers, visitors	Insect stings and bites, heat stroke, general accidents				Ensure that first aid case is available and that its whereabouts are known			
Food & drink	Customers, visitors	Food poisoning				Ensure that exhibitors offering food and drink have local authority Food Hygiene Certificates and that they have access to hand-washing & anti-bacterial facilities			

Food & drink	Customers, visitors	Allergic reactions	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that all ingredients and possible contaminants are clearly displayed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Criminal activity	Exhibitors	Risk of theft of stock and cash, and possible injury	<input type="text"/>	<input type="text"/>	<input type="text"/>	Alertness and secure storage of cash	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electrical equipment	Exhibitors	Risk of equipment failure & electric shock	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that all electrical equipment, organisers' and exhibitors', is regularly tested for safety	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Heating	Exhibitors, customers, visitors	Risk of burning injury, electric shock & fire	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that all heating devices are properly maintained and installed.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency evacuation procedure	Exhibitors, customers, visitors	Fire, high winds etc	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ensure that an evacuation procedure is in place and clearly understood	<input type="text"/>	<input type="text"/>	<input type="text"/>

Vehicle movement	General public	Risk of injury, particularly to children				Ensure that vehicle movement is controlled and monitored, and that drivers take great care.			

Assessment carried out by;

PRINT...

SIGN.....

DATE.....