

How to... Create an event risk assessment

Whatever their size, **all events require a risk assessment**. As event organiser, you have a legal responsibility to ensure the health, safety and welfare of everyone involved in your event.

A risk assessment is a way of identifying hazards and considering what measures need to be put in place to control them. It is entirely your responsibility to carry out a risk assessment, using the specific facts and circumstances of your event, but please remember your local British Waterways' events co-ordinator will be happy to help with any queries.

Useful definitions

Hazard - something with the potential to cause harm.

Risk – this is made up of two factors, **likelihood** and **severity of effect**. How likely is the hazard to cause harm and how severe would the effect of this harm be?

There are different measures of likelihood and effect. An example for measuring likelihood would be:

- unlikely
- likely
- very likely

An example for measuring severity of effect would be:

- first aid case
- major injury
- fatality

You can then work out if the risk is low, medium or high, for example:

- | | | | | |
|---------------|---|----------------|---|-------------|
| • unlikely | + | first aid case | = | low risk |
| • likely | + | first aid case | = | medium risk |
| • very likely | + | major injury | = | high risk |

Carrying out a risk assessment

1. It is recommended that you visit the proposed event site before carrying out your risk assessment. Take note of any British Waterways' information or warning signs. You may also find it useful to contact the event co-ordinator on the canal where the event is being held.
2. Divide the whole event into sections by types of activity

For each type of activity consider:

3. The hazards associated with this part of the event / day. You might consider:

slips, trips and falls	carrying/manual handling
moving parts of machinery	chemicals including dust or fume
fire hazard	weather conditions
vehicles on site	car parking
crowd control	electrical appliances
high noise levels	poor light
poor heating	poor ventilation

