



RISK ASSESSMENT

Guidelines and Form

Events Department, Town Hall Annexe 1st Floor, St Stephen's Road,
Bournemouth, BH2 6EA

What is a Risk Assessment and why do you have to complete one?

A risk assessment allows you to consider whether or not you have taken the correct precautions to protect yourself, your staff, participants, general public and/or property from any harm befalling them/it as a result of your activity.

The purpose of a risk assessment is to make sure as far as possible that no one or nothing gets hurt or damaged as a result of your event, promotion or filming/photography.

What do I have to do?


You will need to assess your activity and:

1. Identify any hazards/risks
2. Identify who might be at risk
3. Evaluate hazards/risks and what you will do to minimise these
4. Record your findings

Step 1: Identify Hazards/Risks

Use page 4 as a tool to help identify the hazards/risks that could be associated with your event. Consider each of the identified hazards/risks and decide whether they do or could relate to you.

Example:

| No | Hazard or Risk | Tick if yes |
|----|------------------|---|
| 32 | Vehicles on site |  |

Each hazard/risk needs to be recorded onto page 5/6 and you need to identify why you think this is relevant to your activity and what the risk is.

Example:

| Hazard/Risk No. | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|-----------------|---|---|------------------------|
| 32 | Vehicles accessing the site - could injure a pedestrian | | |

Step 2: Identify who might be at risk

Please make consideration not only for your staff and participants but also for members of the public who may not necessarily be attending your event but are still able to access the site.

Example

| Hazard/Risk No. | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|-----------------|---|---|------------------------|
| 32 | Vehicles accessing the site could injure a pedestrian | <ul style="list-style-type: none">- Staff- Participants- Public | |

Step 3: Evaluate hazards/risks and what you will do to minimise these

The law says that you must do what is reasonably practicable to ensure your activity is run safely. Your aim is to make all risks small by putting precautions in place as necessary. What are you going to do to make safe the hazards and risks that you have identified?

Example

| Hazard/Risk No. | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|-----------------|---|--|--|
| 32 | Vehicles accessing the site - could injure a pedestrian | <ul style="list-style-type: none">- Staff- Public | <ul style="list-style-type: none">-There will be no vehicle movement during the event- Vehicles will not exceed 5mph at any time- All vehicles will be 'walked' onto site by a member of staff |

Step 4: Record your findings

You will need to ensure that a risk assessment is completed, signed and returned to us at the Events Department at least two weeks prior to the event.

IMPORTANT - Don't Forget!!

The actions you have identified as a means to minimise risk need to be carried out on the day. This is not just a paper exercise!!

If there are any significant changes to your activity following the submission of your risk assessment you must update this to take into account any new concerns or issues.

For further information on health and safety please visit: www.hse.gov.uk



Bournemouth Risk Assessment: Health and safety Management

Please tick the options that apply during your event/promotion

| No. | Hazard or Risk | Tick if yes | No. | Hazard or Risk | Tick if yes |
|-----|---|-------------|-----|---|-------------|
| 1 | Access difficulties | | 22 | Night time operations | |
| 2 | Alcoholic drinks | | 23 | Noise concerns | |
| 3 | Animals | | 24 | Portable tools above 110v | |
| 4 | Special props/tools | | 25 | Sources of radiation | |
| 5 | Audiences/ Stewarding/special needs | | 26 | Risk of infection | |
| 6 | Compressed gas/cryogenics | | 27 | Scaffolds, working platforms etc | |
| 7 | Confined space e.g. mines, sewers | | 28 | Smoking | |
| 8 | Crowds, public, civil unrest | | 29 | Special needs e.g. elderly, disabled | |
| 9 | Children/ young people | | 30 | Special effects e.g. snow, smoke, dry ice, rain | |
| 10 | Camera operations: cranes, cables, Steadicam | | 31 | Stunts | |
| 11 | Use of derelict buildings | | 32 | Vehicles/motorcycles- filming of or filming from etc | |
| 12 | Electricity e.g. generators, ground cables | | 33 | Water e.g. work in or near | |
| 13 | Environmental-waste disposal: liquids or solids | | 34 | Weapons | |
| 14 | Excavation | | 35 | Weather- extremes of | |
| 15 | Explosives/pyrotechnics/firewo rks | | 36 | Possibility of violence | |
| 16 | Physical/psychological effects | | 37 | Work at a height: e.g. cliff tops | |
| 17 | Fire procedures | | 38 | Manual handling | |
| 18 | Flammable material | | 39 | Lifting equipment e.g. fork lift truck | |
| 19 | Flying e.g. aircraft, balloons, parachutes | | 40 | Lasers/strobe effects | |
| 20 | Food preparation | | 41 | Other: | |
| 21 | Hazardous substances e.g. dust, fumes, oils, vapours | | 42 | | |

Bournemouth Tourism Risk Assessment: Health and Safety Management cont.

| Company Name: | | | |
|---|---|-----------------------|------------------------|
| Contact Name: | | Contact No: | |
| Description of activity: | | | |
| Date: | | | |
| Help/ assistance/ first aid requirements: | | | |
| <p>Hazards/Risk Please use ticked hazards to state who is at risk, the risks that are identified, and the means that will be put in place to minimise risk.</p> | | | |
| Hazard No. | Who is at risk? (Public, participants etc.) | Main risks identified | Means to minimise risk |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|