

EXAMPLE RISK ASSESSMENT FORM

TASK/ACTIVITY		VENUE/ROOM/ AREA	Jubilee Square
DATE		REVIEW DATE	
ASSESSOR		SIGNATURE	

Likelihood	x	Severity
Very Unlikely	1	Minor injury, No time off
Unlikely	2	Injury and up to three days off
Likely	3	Reportable Condition
Very Likely	4	Major injury/Long term absence
Certain	5	Death

Select the Likelihood and multiply by selected Severity to give the Risk Rating.

Risk Rating

High = 16-25, Medium = 9-15, Low = 1-8

	DESCRIPTION OF HAZARD	CONSEQUENCE OF HAZARD	PERSONS AT RISK	CURRENT CONTROL MEASURES	RISK L X S = H,M,OR L
1.	Vehicle movement on site, risk of collision with person or object	Broken bones Death	Staff, Performers Public	Vehicle to be guided by stewards in high res jackets. Vehicle to not exceed 5mph. Hazard lights to be turned on whilst moving. Any vehicles remaining on the Square to have a drip tray underneath	2x4=8 Low
2.	Construction / Dismantling of staging, risk of falling objects, collapsing structure, slips and trips,	Sprains, broken bones, back strain	Staff, Performers Public	Staff experienced in handling equipment. Staff to look for potential hazards and report them to the production manager	2x3=Low
3.	Electricity / PA / DJ equipment, risk of fire / electrocution, slips and trips from leads	Burns, sprains, death	Staff Performers Public	All electrical equipment will be checked for damage, abrasion before use. Cables routed away from pedestrian /vehicle routes Cables to be covered to reduce risk of slipping Event will be cancelled if it rains All equipment PAT tested	2x4=Low

4.	Audience, risk of trips and falls, abuse, fire hazards.	Sprains, bruises	Staff, Performers Public	Stewards briefed to move on crowd who are standing in the road Stewards to keep exits from the business in the Square clear and accessible Stewards to look for hazards and either clear them or inform the production manager Stewards to look for drunk / abusive audience members and inform the production manager or police Stage to be kept clear of all hazards	2x3=Low
5.	Staging, risk of slips and trips, violence	Sprains, broken bones	Staff Performers Public	Stewards to look for any spillages and clear them immediately. Stewards to look for drunk / abusive audience members and inform the production manager or police	2x1= low
6.	Litter – risk of trips and falls	Sprains	Staff Performers Public	Stewards to clear rubbish at the end of the event. Bin bags available on site.	2x1= low
7.	Noise	Ear damage	Staff Performers Public	Production manager to be responsible for noise level through regular monitoring and evaluation.	2x1= low
8.	First Aid	N/a	Staff Performers Public	Two qualified first aiders to be on site.	2x3=Low

RECOMMENDED CONTROL MEASURES		Revised Risk L X S = H,M,OR L	MANAGEMENT ACTION PLAN & IMPLEMENTATION DATE(S)
1.	Regulations to be adhered to.	2x4=Low	1. Communicate findings of risk assessment to staff and relevant others. 2. Stewards to be given emergency numbers 3. Production Manager to remain on site and vigilant at all times 4. Stewards to wear high vis jackets to mark them out as stewards. 5. 4 stewards to be in radio contact
2.	Production manager to communicate manual handling procedures to staff and performers.	2x3=Low	
3.	The PA equipment will be monitored by stewards and technician at all times, the audience will not be allowed near.	2x4=Low	
4.	There will be a minimum of 6 stewards available who will remain vigilant at all times. The stewards will be briefed to clear any obstructions/ risks.	2x3=Low	
5.	Stewards to have available a mop or cloth to clean spillages	2x1= low	
6.	Stewards to clear any litter that may cause a hazard	2x1= low	
7.	The noise levels are not expected to be excessive.	2x1= low	
8.	Stewards to be briefed in case of emergency and given emergency numbers.	2x3=Low	
Signature of Manager			
Name of Manager			
Date			