

Risk Assessment Template for RCPS Events



A risk assessment helps to identify potential risks and hazards so you can create a health and safety action plan for your event. Although it's not essential, you may also want to use this template to also consider other risks such as security (eg theft of cash donations or takings) or reputational risks.

Once hazards are identified, you'll need to consider:

- what risks they pose
- how they could harm someone
- who might be affected
- how likely the risk is (eg 1-3, or red/amber/green)
- how serious the risk is (eg 1-3, or red/amber/green)

You can then implement control measures proportionate to the severity and probability of risk, and decide if enough has been done to control/reduce the risk 'as much as reasonably practicable'.

As an event organiser, your risk assessment should demonstrate:

- **proof** that a comprehensive risk assessment has taken place
- that a **thorough examination** of the venue has been conducted
- that **safety and wellbeing have been considered** for all individuals to be present, in every capacity
- that **significant risks were evaluated**
- that adequate precautions were put in place to **minimise residual risk**
- that those 'staffing' the event were **aware of the risks and their own responsibilities**.

The main risk categories include:

- fire hazards
- slips, trips and falls (eg what if it's torrential rain outside and the floor becomes very slippery? What about cabling, and display-stand feet?)
- other injury risks (eg cuts, burns and scalds in a kitchen)
- food & drink hazards (eg hot liquids, food allergens)
- electrical hazards
- access and egress (including vehicle movement, crowd density and pinch points)
- adequate lighting, heating, or ventilation
- working with machinery
- working with substances hazardous to health (eg chemicals)

For each hazard you identify, think about who will be at risk. Again, these fall into two broad categories: the **public** and the **volunteers**. In each instance, decide who will be at particular risk. In the case of the attending public, it may be that children, the elderly and those with disabilities may be at greater risk.

The most basic mandatory methods for controlling risk at large events include the following:

- Your **policy on health & safety at events**, esp trip hazards (displays, cabling, chairs & tables) and emergency evacuation (eg in case of fire)
- Your **policy on food-handling**
- Your **policy on safeguarding** (children and vulnerable adults) – eg, is it OK for an adult to escort a child to or into the toilets? If you saw a child leaving the venue on their own, would you do anything?
- Sufficient **firefighting equipment** – *check with venue, but don't rely on it*

- Sufficient **first aid supplies** and equipment – *check with venue, but don't rely on it*
- Provision of site-specific **instruction on safe procedures for all volunteers**
- Provision of **sufficient safe access and exit** routes for volunteers and attendees
- Properly **securing hazardous areas** (eg kitchen, tables storage); **limiting access** to only those with authorisation
- Ensure all equipment being used has been inspected and tested to **meet safety standards** – *also check with venue*

After the risk assessment is complete, it should be written up and made available all volunteers/organisers.

Review Notes

- When each risk-assessment is completed, this template document should be updated – based on learnings from that event and to inform the approach to event risk assessments in future. Then it will be faster/simpler.
- It is important to review the document regularly, because of different venues, circumstances, equipment or volunteers.



Ripon City Photographic Society

Risk assessment (RA)

Event:	x	Date of risk assessment:	x
Event date:	x	Person overall responsible for RA:	x
Event location:	x	Approved by president (name & date):	x
Likely no. of volunteers:	x	Likely no. of public:	x

	What is the risk - what could happen?	Who could be affected? ¹	What's the SEVERITY of the risk? ²	What's the LIKELIHOOD of the risk? ²	What is being done to mitigate, manage and respond to risk?	Who is responsible for communicating & ensuring this response?
FIRE	Fire alarm goes off				<ul style="list-style-type: none"> Check with venue for method of raising fire alarm, fire evacuation procedure and meeting point. z 	xyz
	Fire is detected				<ul style="list-style-type: none"> x y z 	
	Fire destroys property (venue, public, RCPS)				<ul style="list-style-type: none"> x y z 	
INJURY/ ILLNESS	Trip				<ul style="list-style-type: none"> Consider recording anything that happened? Liaise with the venue over where the first-aid kit is and what's in it, and can we use it? Do they have an accident book we'd need to fill in? Dealing with spillages – kitchen and public areas inc toilets Ask venue for maximum capacity – how do we manage this? Where are emergency exits and are they left unblocked? Consider having one person being liaison point between all parties? Minimise the need to carry hot liquids in public areas Plug sockets not to be overloaded' policy on trailing cables? When does the need move from first-aid to minor injuries/A&E, what responsibilities do we have? What can we do to mitigate against each individual type of risk – eg wet floors, trip hazards, knives, hot water, etc) Limit access to kitchen by public, children (incl vols') Consider a plan to follow up with the individual? 	
	Slip					
	Fall					
	Cut					
	Burn or scald					
	Electrical					
	Vehicular					
	Crush (eg evacuation)					
Sudden illness (volunteer or public)						
SAFEGUARDING	Child protection				<ul style="list-style-type: none"> What is our safeguarding policy? 	

					<ul style="list-style-type: none"> • Children not to be taken by vols out of eyeshot of the remainder of the group, eg into a side room or outside • Children not to be escorted to /into toilets without their parent/carer present • Volunteers not to touch children, eg to guide them or assist with raincoats etc • As far as possible, children apparently under the age of 11 not to leave the venue unaccompanied 	
	Vulnerable adults protection				<ul style="list-style-type: none"> • <i>What is our safeguarding policy?</i> 	
EVACUATION	Evacuation				<ul style="list-style-type: none"> • Volunteers will be made aware of emergency exits & procedures (RCPS to liaise with venue) • Write/who will manage our <u>evacuation plan</u> (including cash, personal effects, equipment and displays) 	
FOOD	Food poisoning				<ul style="list-style-type: none"> • Ensure all volunteers are aware of and enforcing the food hygiene policy 	
	Food allergy				<ul style="list-style-type: none"> • Check venue's policy eg if we must adhere to a nut-free kitchen • Make vols aware of major allergens (eg peanuts, tree nuts, sesame, molluscs, crustaceans, cereals) • <i>Operate a nut-free kitchen?</i> • <i>Put up signs asking people to advise kitchen volunteers of any allergens?</i> • Require food donors to declare any allergens in donated food, & display allergens clearly 	
DAMAGE TO PROPERTY	Volunteer's, RCPS'				<ul style="list-style-type: none"> • <i>Check that public liability insurance is current, and check the terms, conditions, exclusions and limitations</i> 	
	The public					
	Venue (building or contents)				<ul style="list-style-type: none"> • <i>What is our policy/procedure if we know that RCPS or a member of the public has damaged property?</i> 	
VEHICLES	Collision risk/injury risk when loading/unloading				<ul style="list-style-type: none"> • <i>Who can park where to unload/load? Front, side, rear, etc; car parks?</i> • <i>What are road/adjoining traffic conditions like?</i> • <i>How will this be managed? Who can help, in order to minimise obstruction time?</i> 	

THEFT	Cash (eg donations/sales)				<ul style="list-style-type: none"> • <i>Who deals with the insurer?</i> • <i>Will we report to the police; if so, who does it? (May need to, for an insurance claim)</i> • <i>How do we prove the amount lost – is record-keeping needed on the day?</i> 	
	Equipment (eg laptop, projector, displays)					
	Personal possessions (volunteers', public's)				<ul style="list-style-type: none"> • <i>May need to liaise with venue for lost & found</i> 	
FATIGUE	Tiredness, dehydration, hunger				<ul style="list-style-type: none"> • Rotate volunteers between different roles for specific periods of time (sitting vs standing) • Schedule breaks • <i>Policy on free food & drink for volunteers?</i> 	
REPUTATIONAL/ CONSEQUENTIAL	Volunteers receive fines, eg parking, and feel aggrieved/don't want to help in future				<ul style="list-style-type: none"> • Make it clear who is responsible, in advance 	
	The venue is left in poor condition and doesn't want to host us again in future				<ul style="list-style-type: none"> • At the end of the event, vols will check that the kitchen and toilets are clean and tidy, all furniture has been put back where it was taken from, and that all rubbish is taken away 	
	Visitors take exception to aspects of the event (eg poor safety, lack of welcome, lack of clarity, gender roles)				<ul style="list-style-type: none"> • <i>Have a plan for all eventualities</i> 	

Person/s completing risk assessment	[name/s]	[signature]	[date]
RCPS president	[name]	[signature]	[date]

1 For example: the public, volunteers, all, children, vulnerable adults, people in specific (named) circumstances

2 Mark as either 1 (serious), 2 (moderate), or 3 (low)