



Risk Assessment

Name of physical location/ activity:	Music and Dance at Anytown Community Hall (with food)		
Date of activity:	January 10, 2011		
Brief description of location/ activity:	The event will include music, dance and food and is held in the community hall in the centre of the town/ village in the evening.		
Assessment carried out by:	Named responsible person.	Signature:	
Date assessment carried out:	October 10, 2011		

Risk Level Matrix

Each hazard identified has a risk level which can be calculated using the matrix below.

For instance: a hazard that has a **likelihood** of occurring of *possible* (scoring 3) and an **impact** if it occurs of *moderate* (scoring 3), has a **risk level** of $3 \times 3 = 9$.

RISK LIKELIHOOD	IMPACT				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Remote (1)	1	2	3	4	5

Risk Assessment

What are the hazards and where?	Who is at risk and how might they be harmed?	What current controls are in place?	What is the risk level (1 - 25)?	What further actions are needed to control the risk?	Person Responsible	Date Completed	What is the final risk level (1 - 25)?
Slips, trips and falls	Audience Performers Volunteers Cuts and bruises	Venue has cleaning and maintenance regime in place	3 x 3 = 9	Carry out a visual check of stairs and flooring on the day of the event (for any trip hazards) Carry out a safety briefing with all parties involved on the day of the event Ensure supplies, cables and waste is managed effectively during the event Clean up any spills	A named person	<i>C. Guise</i> 10/1/11	2 x 3 = 6
Electricity	Audience Performers Volunteers Electric shock, burns, death	Venue has PAT tested equipment	3 x 5 = 15	Check PAT testing stickers for any equipment being taken to the event User checks to be carried out on equipment (for signs of damage) before use	A named person	<i>C. Guise</i> 10/1/11	2 x 5 = 10
Driving	Volunteers Impact / collision	Drivers all checked to confirm that they are safe and legal to drive	3 x 5 = 15	Car share where possible whilst travelling to and from the event Take care driving at night after the event	A named person	<i>C. Guise</i> 10/1/11	3 x 5 = 15
Lifting and carrying (supplies and equipment)	Volunteers Back injuries	Manual handling training carried out for volunteers	3 x 4 = 12	Use safe lifting technique during lifting activities Park vehicle near venue door whilst unloading supplies and equipment Use trolleys and trucks (if available)	A named person	<i>C. Guise</i> 10/1/11	3 x 4 = 12

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Food safety (catering supplied by event venue)	Audience Performers Volunteers Food poisoning Allergies	Venue has supplied kitchen registration certificates and food hygiene training certificates for its staff	3 x 3 = 9	Check with catering team that all is well on the day of the event Check any special food requests are complied with	A named person	<i>C. Guise</i> 10/1/11	2 x 3 = 6
Traffic and transport (car park)	Audience Performers Volunteers Vehicle / people collision	Venue has entrance and exit gates and path for pedestrians	3 x 5 = 15	Put up clear event signage on the day of the event Sign parking spaces clearly	A named person	<i>C. Guise</i> 10/1/11	1 x 5 = 5
Crowd safety	Audience Performers Volunteers Crush / fire evacuation related issues	Venue has confirmed maximum numbers for event Event is ticketed so numbers are controlled	3 x 4 = 12	Ensure tables and chairs are set out appropriately Event marshals in place to help with crowds and queues Head count during audience entry to ensure max. numbers not exceeded	A named person	<i>C. Guise</i> 10/1/11	2 x 4 = 8
Personal safety and security	Volunteers Personal attack	Event was payment in advance so cash / money is minimised during the event Crowd marshals and entrance volunteers paired up so not on own	3 x 3 = 9	Regular move cash / donations during the event into the safe which has been provided for use by the host venue	A named person	<i>C. Guise</i> 10/1/11	2 x 3 = 6

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Fire	<p>Audience Performers Volunteers</p> <p>Burns, smoke inhalation, death</p>	Venue has fire alarm in place, fire extinguishers and smoke detectors	3 x 5 = 15	<p>Obtain a copy of the venue fire risk assessment (which details their controls)</p> <p>Enforce a non-smoking policy</p> <p>Check fire exits are clear on the day of the event</p> <p>Brief fire marshals on evacuation procedures on the day of the event</p>	A named person	<i>C. Guise 10/1/11</i>	3 x 5 = 15