



## RISK ASSESSMENT

### Guidelines and Form

## 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	<u>Hazard or Risk</u>	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	- 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	- Staff - Public	-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](http://www.hse.gov.uk)



## Bournemouth Tourism Risk Assessment: Health and Safety Management

Please tick the options that apply during your event. On page two you will need to identify what this risk is and what you will do to reduce this.

No.	<u>Hazard or Risk</u>	Tick if yes	No.	<u>Hazard or Risk</u>	Tick if yes
1	Access		22	Night time operations	
2	Alcoholic drinks		23	Noise concerns	
3	Animals		24	Electricity, Portable tools above 110V	
4	Special props/tools		25	Sources of radiation	
5	Stewarding/Security/Marshals		26	Risk of infection	
6	Lasers/strobe effects		27	Temporary Structures	
7	Slips, trips and falls		28	Smoking	
8	Crowds, general public		29	Special needs e.g. elderly, disabled	
9	Children/young people		30	Special affects e.g. snow, smoke, dry ice, rain	
10	Emergency evacuation & Procedures		31	Stunts	
11	Use of derelict buildings		32	Vehicles on site	
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	Lifting equipment e.g. fork lift truck		35	Weather- extremes of	
15	Explosives/pyrotechnics/fireworks		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 materials		39	Other:	
19	Flying e.g. aircraft, balloons, parachutes		40	Other:	
20	Food preparation/hygiene		41		
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:		Signature:	
Help/ assistance/ first aid requirements:			
<p><b>Hazards/Risk</b></p> <p>Please use ticked hazards to state the risks that have been identified, who is at risk and the means that will be put in place to minimise risk.</p>			
Hazard/Risk No.	Main risks identified	Who is at risk? (Public, participants etc.)	Means to minimise risk
