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EVENTS FACILITATION PACK



Produced by Bromsgrove District Council

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1. Purpose of Guide

This guide is designed to explain what risk assessment is, why we need it and probably most importantly, to remove the fear and mystique that people experience when they are first told they have to do one.

2. Definitions

- 2.1 It is important two terms: **HAZARD** and **RISK** and the difference between them.

A **HAZARD** is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation).

A **RISK** is the likelihood that a hazard will cause harm and includes the frequency that the harm is caused, to how many people at one time and what the extent of the harm is.

For example, a bottle of strong acid is a hazard in that it can cause harm. While the bottle stays in a cupboard the risk of the bottle breaking and the acid coming into contact with anything is low but if the bottle is removed from the cupboard and carried the chances of the bottle being dropped and broken increase and the risk becomes high. If the bottle is made from plastic, the chances of it breaking when dropped is reduced and therefore the risk is reduced.

- 2.2

A risk assessment measures the probability of a hazard causing harm and will take into account the frequency with which something may go wrong, how many people are likely to be affected by the incident and how serious any injuries are likely to be. Low risks can be ignored (but be sure they are low risks) as can the risks associated with life in general unless the work activity compounds these risks.

For example, the risk of walking down the road can be ignored unless the activity increases the risk. The risk of driving a car is low, but if the work involves long hours of driving the risk may have to be assessed, as would carrying hazardous materials, or passengers that may distract the driver.

3. What is Risk Assessment?

- 3.1 A risk assessment is a way of measuring the likelihood of something going wrong. At its most complex the risk assessment for a nuclear power station can take months to prepare, involve teams of people and when finished will occupy several volumes; at
- 4.1 its simplest it is something you do every day when you decide whether it is safe to cross the road or not.

- 3.2 Risk assessments must be undertaken for all employees but must also cover risks to anyone affected by our work. This would include risks to clients, visitors, contractors working on our premises, neighbours and people sharing our premises with us. Contractors have a responsibility, in return, to notify us of risks arising from their activities.

Where contractors do work for us they have to tell us about any risks they are bringing with them and we have to tell them about any risks in the building that may affect them. For example, the architects may have to tell maintenance contractors not to go onto the Council House roofing. The contractor may warn the Council that parts of the a corridor will have to be closed because they have to weld overhead service pipes or electrical equipment has to be exposed which is live.

- 3.3 People's perception of what is dangerous or risky can often be very easy to form a view of a perceived danger and do a lot of work setting up systems, training staff etc and miss a situation that is really dangerous. Risk assessment is a management tool that enables us to identify what can go wrong, sort these into priority list and tackle the most important issues first. As we can carry out risk assessments on a task without actually carrying out the task the action becomes proactive rather than reactive; ie we anticipate what can go wrong and identify procedures to prevent the failure. In this way pain, suffering, property damage and cost are all minimalised.

The benefits of this approach were recognised by regulations many years ago. The 1974 Health & Safety at Work Act placed duties on employers, the self employed, designers, manufacturers etc which were limited by the term "so far as is reasonably practicable". This term was defined by the courts as far back as 1948 and requires that the risk is balanced against the cost (in terms of time, trouble, effort as well as money) of removing the risk. If the cost is prohibitive in relation to the risk then the removal of the risk is not reasonably practicable. This implies that risks have to be analysed.

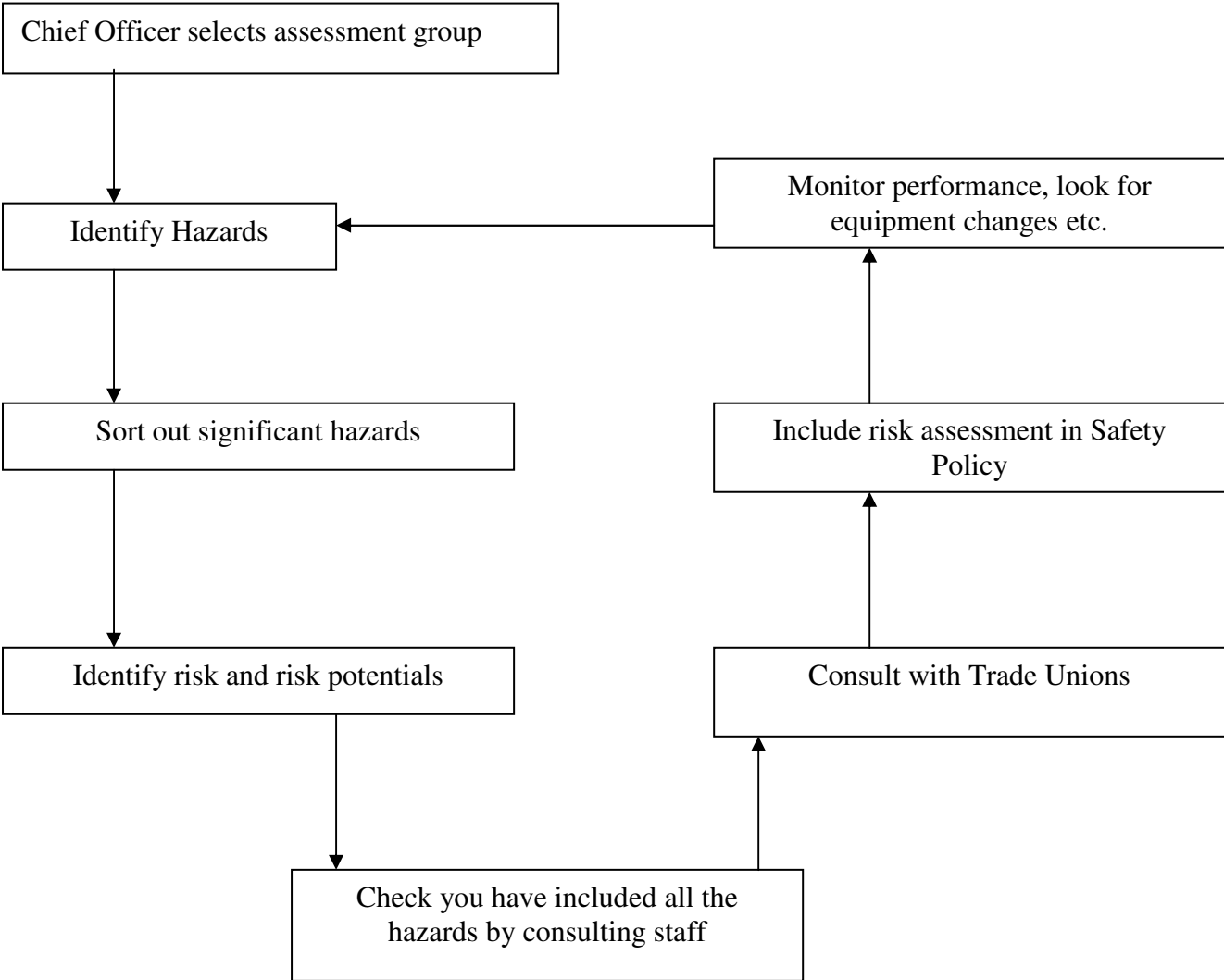
Since 1980 regulations covering specific risks have overtly required an assessment of the likelihood of exposures of, for example, employees to the risk. This includes Regulations on Control of Lead (1990), Asbestos (1987), Substances Hazardous to Health (1988 and 1994), Noise (1989), management of Health and Safety (1992), manual Handling (1992), Construction (Design and Management) (1994) and the proposed legislation on Fire Precautions.

The concept of risk assessment is now pretty well established in legislation.

4. How do you do a Risk Assessment?

Firstly, there is no one right way to carry out a risk assessment. What is described below is a suggested method which has been tried and tested across the District Council. By and large, the risks within the District Council are simple and therefore a simple risk assessment can be used. The process can be used to look at the risks to a group of people or to a particular task. In some circumstances, especially with mobile works, it may be better to look at their tasks rather than a group as a whole and build up their risk assessment from a task list.

RISK ASSESSMENT FLOW CHART



STEP 1

The responsibility for carrying out risk assessments lies with each department's Chief Officer. They should decide who is going to do the assessment. Ideally it should be more than one person, the group should be managers (or supervisors) and the leader of the group should be a member of the department management team/structure with the authority to carry through the assessment process. To start you off you may want to include your safety officer in the group but their job is to help you, not to do the assessment for you.

STEP 2

Identify the hazards – get hold of a flip chart and brainstorm likely hazards for the group of people being considered. It doesn't matter how daft the ideas may seem they will be sorted out during Step 3. By doing this as a group exercise one person's suggestion may spark off an idea from somebody else. Don't forget to look at accident reports to see where your accidents occur, and don't forget maintenance work, shared work places, contractors and visitors. Some hazards for those with disabilities. When the suggestions finally dry up....

STEP 3

Sort out those hazards which are significant. Circle those which the group agree upon, discuss those which are not immediately agreed – remember the person who suggested it may know something you don't!

STEP 4

A suggested analysis form is shown at Appendix 1. Describe in first column activity, equipment, materials. Transfer the first hazard to the sheet and identify the risk(s) associated with the hazard, and against each risk what the risk potential (High, Medium, Low) is. (The reasons column is for you to put your own notes as to why you chose the risk potential that you did). The risk includes the potential for injury and should include an assessment of what injuries could be, rather than what injuries have been sustained so far. If you don't feel comfortable estimating what the risk potential is Appendix 2 shows a simple numerical method of estimating the risk potential.

STEP 5

The idea of a risk assessment is to minimise risk "as far as is reasonably practicable". When all the hazards from brainstorming session identified as significant have been assessed, starting from the "high" risk items, see if the hazard can be removed, identify the preventative measures that will need to be taken to reduce the risk potential, ideally to low but at least to medium. Are there any health affects that may worsen a pre-existing medical condition that need to be identified at pre-employment medical and/or be monitored. Is there any risk to pregnant or nursing mothers. When you have identified the preventative measures, list any training that may need to be given against each item.

STEP 6

Check that you have included all the hazards, and that you have not included any hazards that don't really exist, but consulting the people who do the work and asking for their comments. Listen to what they say and make changes as necessary.

STEP 7

Show the appropriate Trade Unions representatives your assessments and arrange a meeting to discuss. (It is a legal requirement that this is done "in good time" ie you should not show the TU's your risk assessment the day before you change a work method). Again they may have useful inputs. This should be an open meeting not a confrontational one. You are, after all, all trying to help each other.

STEP 8

Include the findings of your risk assessment in the safety policy – make sure everyone has a copy or if it is a large document make sure that everybody has ready access to it and knows where a copy can be seen – make sure the training is given – make sure that the preventative measures are followed and that they work by monitoring.

STEP 9

You think you have finished but not quite. What accidents are you having now, are members of staff comfortable with any new way of working? Is the equipment likely to change? Depending on the answer to these and similar questions, go back to Sep 1.

5. Special Risk Assessments

Some regulations e.g. Control of Substances Hazardous to Health 1994, Health and Safety (Display Screen Equipment) 1992, Manual Handling Operations 1992 and the Construction (Design and Management) Regulations require risk assessments which should only be carried out by persons trained to do such assessments. Assessments carried out under these regulations do not have to be repeated under Management of Health and Safety at Work Regulations 1992. For information some of the risk assessment forms used are shown in Appendix 3, 4, 5 & 6.

6. And Finally

Don't forget that your Safety Officer is there to help you, to provide advice and any specialist help or training you feel you need.

You may also want to read through some of the following books:-

Management of Health & Safety Approved Code of Practice
Health and Safety Executive

New and Expectant Mothers at Work
Health and Safety Executive

Steps to Risk Assessment
Health and Safety Executive

Assessing Health and Safety Risks in Local Authorities
Local Government Management Board

Risk Assessment – A Partial Guide
Institution of Occupational Safety and Health

All the above books are available on short term loan form the Health and Safety Officer, tel (01527) 881398.

BROMSGROVE DISTRICT COUNCIL
HEALTH & SAFETY AT WORK: RISK ASSESSMENT

JOB DESCRIPTION: _____ **LOCATION:** _____ **ASSESSOR(S)** _____

THOSE AT RISK: _____ **ASSESSMENT COMPLETION DATE:** _____ **REVIEW DATE:** _____

ACTIVITY EQUIPMENT MATERIALS DESCRIPTION	HAZARD	RISK	REASON	PREVENTATIVE MEASURES	TRAINING

BROMSGROVE DISTRICT COUNCIL
HEALTH AND SAFETY CHECKLIST

LOCATION: _____

RECORD NO.

DEPARTMENT: _____

DATE: _____

	MANAGEMENT	YES	NO	N/A
1	Has an event Planning Committee been formed?			
2	How long will the event last? <input type="text"/> hrs			
3	Has someone been appointed to manage the event?			
4	Has a safety co-ordinator been appointed?			
5	Are the arrangements for the event set down in writing?			
6	Do all those involved in the organising of the event know their own responsibilities?			
7	Is there a management system to ensure the safe running of the event which enables you to anticipate, monitor and control potential risks?			
	ACCIDENT REPORTING			
8	Has an accident book been provided for the event?			
	ENTRY AND EXITS			
9	Are entrances and exits clearly signposted?			
10	Are there separate entrances/exits for both pedestrians and vehicles?			
	VIEWING			
11	Have the audience a clear view of stages and other performances to prevent movement towards the centre?			
	STEWARDING			
12	Have competent stewards been appointed?			
13	How many stewards have been appointed? <input type="text"/>			
14	Has a chief steward been appointed?			
15	Have the stewards been briefed/trained?			
16	Have stewards been trained in operating fire extinguishers, raise the alarm and action to take on hearing the alarm?			
17	Is there an observation point?			
18	Have steward's communication devices?			
19	Is there a plan of the venue to assist general management?			
	DISABILITY FACILITIES			
20	Has easy access and adequate means of escape in an emergency been provided?			

	HEALTH AND SAFETY CHECKLIST	YES	NO	N/A
21	Have viewing areas been provided for the disabled?			
22	Have adequate parking areas been provided?			
	COMMUNICATION			
23	Is there communication, e.g. management team, stewards, first aiders, emergency services (Police, Fire, Ambulance)?			
24	What communication links will be used? Radios <input type="checkbox"/> Public Address <input type="checkbox"/> Mobile Phone <input type="checkbox"/>			
	BARRIERS			
25	What type of barriers will be used: Rope <input type="checkbox"/> Metal <input type="checkbox"/>			
26	If metal, have they been checked for rough edges?			
27	If liked, is there a likelihood of trapped fingers?			
	TEMPORARY STRUCTURES			
28	Have arrangements been made for temporary structures to be checked by a competent person after they have been corrected and before use?			
29	Do stages meet the British Standard recommended load?			
30	Is the stage constructed in such a way as to remove any tipping hazard?			
31	Is the stage covering capable of resisting any uplift forces caused by the maximum design wind load?			
32	Does the stage have emergency, exit and lighting and fire extinguishers?			
	MARQUEES			
33	Are the marquees being erected by competent persons?			
34	Is there safe access and egress?			
35	Is marquee material inherently fire retarded fabric or durably fire retarded fabric to BS 5438 test 2a and 2b?			
36	Has a certificate or other evidence been provided from a body of recognised standing to how compliance with BS 5438?			
37	Marquees should be spaced about 6 meters apart to prevent spread of fire. Is this included in planning?			
38	Are the marquees equipped with:- <ul style="list-style-type: none"> • Adequate number of emergency exits • Appropriate means for giving warning in emergency • Normal and emergency lighting, exit signs • Fire fighting equipment 			
39	Are there at least two exits from each marquee?			

	HEALTH AND SAFETY CHECKLIST	YES	NO	N/A
	ELECTRICAL SYSTEMS			
40	Do all electrical installations and equipment comply with the requirements of the Electricity at Works Reg. 1989?			
41	Are existing provisions satisfactory?			
42	Is the electricity supply for the venue compatible with the equipment to be used?			
43	Has low voltage equipment (electric guitars) suitable low voltage connectors?			
44	Are those installing electrical equipment competent?			
45	Is all equipment exposed to weather suitably constructed and protected?			
46	Are all cables routed or buried where possible?			
47	Is all overhead electrical wiring securely fixed in position with suitable safety chain or wire?			
48	Do all power distributed cables conform to the relevant British Standard and sized in accordance with the Wiring Regulations?			
49	Whenever possible are cables routed or buried so that they do not cause a tripping hazard or crushed by vehicular traffic?			
50	Is there a clear working space to facilitate access to control switches and equipment, amplification equipment?			
51	Is all switchgear protected to prevent access to unauthorised persons?			
52	Are all parts of the venue intended for use in the absence of adequate daylight provided with suitable levels of artificial lighting?			
53	Are all exit and directional signs given quality and intensity of lighting?			
54	Is a system of emergency lighting supplied?			
55	Is the source of supply for emergency lighting capable of maintaining the full lighting load for not less than 3 hours?			
	GENERATOR AND TRANSFORMERS			
56	Has British Standard 7430 Code of Practice for earthing of mobile generators for outdoor events been consulted for guidance?			
	R.C.D.'s AND OTHER EQUIPMENT			
57	Is electrical equipment used in association with hand held devices, e.g. microphones, protected by miniature circuit breaker and residual current device (R.C.D.) and installed on a distribution board (not a plug in type)?			
58	Are the persons operating the electrical equipment competent?			

59	Are the R.C.D.'s to be tested when installed?			
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HEALTH AND SAFETY CHECKLIST		YES	NO	N/A
60	Will a competent person be present to isolate any electrical equipment or deal with other equipment emergencies?			
61	Has all electrical equipment being used been maintained and complies with the Electricity At Work Regs.?			
FIREWORK DISPLAYS AND BONFIRES				
62	Is the bonfire and firework display organised in accordance with the recommendations in the code "Safer Displays: a guide to firework safety"?			
SOUND AND NOISE				
63	Is exposure likely to reach 85dB(A) <input type="checkbox"/> 90dB(A) <input type="checkbox"/>			
64	Will noise exposure be as far as reasonably practicable, reduced, and the need to work for long periods of time in noisy areas?			
65	Will the sound level exceed 10dB (A) in audience areas?			
66	Will measures be taken to ensure the audience are not allowed within 3 metres of any speaker?			
FIRE FIGHTING EQUIPMENT				
67	Does all fire fighting equipment (portable) installed conform to British Standard 5423?			
68	Have the following areas been provided with portable fire extinguishers:- Stage <input type="checkbox"/> Dressing Room <input type="checkbox"/> Electrical Equipment <input type="checkbox"/> Marquees <input type="checkbox"/> Portable generators <input type="checkbox"/> Bonfire/Firework Areas <input type="checkbox"/>			
69	Are all fire points prominently indicated?			
70	Are all fire extinguishers of the correct type for each special risk?			
71	Is there a means of warning in case of fire for the temporary and moveable structures such as marquees?			
EMERGENCY PROCEDURES AND MAJOR INCIDENTS				
72	Is there a control centre for use by senior personnel, Police, fire authorities, ambulance service, first aid organisations, stewards?			
73	Is there an external telephone line?			
74	Can announcements be made via the public address system?			

75	Has traffic marshalling and signposting been catered for?			
	TRAFFIC AND TRANSPORT ARRANGEMENTS			
76	Is there adequate provision for emergency vehicles to access the site at all times?			
77	Have adequate parking facilities been provided for?			
	MEDICAL/FIRST AID PROVISION			
78	How many first aiders will be in attendance?			
79	How many first aid posts <input type="checkbox"/> ambulances <input type="checkbox"/> will be in attendance?			
80	Have arrangements been made for all accidents to be recorded?			
81	Have suitable arrangements been made for the disposal of clinical waste?			
	INFORMATION AND WELFARE SERVICES			
82	Has an information centre been provided for the public?			
83	Is there a site plan posted at the entrances which is large, clear and conspicuous?			
84	Does the site plan show:- Sanitary conveniences <input type="checkbox"/> stage <input type="checkbox"/> exits and entrances <input type="checkbox"/> car parks <input type="checkbox"/> first aid posts <input type="checkbox"/> control centre <input type="checkbox"/> emergency services <input type="checkbox"/> events exhibits and displays <input type="checkbox"/> hospitality marquees <input type="checkbox"/>			
	FOOD, REFRESHMENT AND DRINKING WATER			
85	Have the organisers ensured that all delivery, storage and sales of food comply with the appropriate legislation?			
86	Have traders been reminded of the need to comply with the law?			
87	Is there a supply of clean drinking water?			
88	Is the water provided through a mains supply? <input type="checkbox"/> Other means? <input type="checkbox"/>			
	SANITARY ACCOMODATION			
89	Have adequate sanitary conveniences been provided for the number of people expected?			
90	Has temporary sanitary accommodation been provided and is it protected from inclement weather, tripping hazards and does the floor have a non-slip surface?			
91	Is the temporary sanitary accommodation connected to the mains drainage system?			
92	Are temporary mains units provided to the temporary conveniences			

	and adequate water supply available?			
93	Are the sanitary convenience attendants to conduct replenishment, cleaning and rapid clearance of blockage duties?			
94	Are the sanitary conveniences to be regularly serviced to ensure they are clean and hygienic?			
95	Are there an adequate number of sanitary conveniences?			
96	Have sanitary conveniences been provided for wheelchair users? (1 unisex water closet for up to capacity of 2000).			

APPENDIX 3

INFORMATION FOR STEWARDS

Stewarding

Introduction

This information explains the responsibility and functions of stewards in relation to public safety.

The event organizer is responsible for ensuring that no adequate level of stewarding is provided at the venue. A Chief Steward is appointed to be responsible for the effective stewarding of the event.

Responsibilities and Functions

The main responsibility of Stewards is crowd management. They are also there to assist the Police and other emergency services should the need arise. The training and competence necessary for Stewards at a particular event will depend on the duties undertaken.

Steward functions include:

- Ensuring security at entrance or exits
- Minimising the risk of fire by carrying out fire patrols
- Controlling vehicle parking and marshalling traffic
- Crowd control

Development and Number of Stewards

The Organiser will ensure that a comprehensive survey is carried out to assess the parts of the venue where Stewards will be needed and identify the number of Stewards required to manage the spectators. The assessment will be based on a survey, taking full account of relevant circumstances and previous experience.

Outdoor Events

To calculate the number of Stewards needed for outdoor events, it is suggested each separate task is considered and the numbers required then added together. An important factor is that each exit should have at least 1 Steward for the duration of the event, but more when the event opens and closes. A high ration of Stewards is likely to be required where for example:

- Previous experience has shown that spectators may exhibit undisciplined behaviour, or
- Controlling unruly behaviour and investigating immediately any disturbance or incidents (call for assistance in these circumstances)
- Ensuring combustible refuse does not accumulate

- Communicating with the Event Manager/Deputy in the event of an emergency, and
- Knowing and understanding the arrangements for evaluating the spectators including specific duties an emergency.

All Stewards should be trained to carry out their duties effectively. They should be trained in fire safety matters, emergency evacuation and dealing with incidents such as bomb threat.

Organisation of Stewards

There has to be an established chain of command. The arrangements will depend on the nature and size of the event and venue but may include:-

- A Chief Steward, who liaises with the Event Manager and Safety Co-ordinator.

Stewards and their role

All Stewards need to be fit to undertake the duties allocated to them. While on duty they should:-

- Concentrate only on their duties
- Not leave their place without permission
- Remain calm and be courteous towards members of the public

Stewards should be stationed for long periods by loud speakers and arrangements should be made for them to have rest periods at reasonable intervals.

All Stewards should wear distinctive clothing such as fluorescent waistcoats or coats.

Training and Competence

- It is important that all Stewards are competent. Duties and competence include:-
- Knowing the layout of the site and being able to assist the public by giving information about the available facilities, remembering the needs of people with disabilities.
- Being aware of the location of entrances and exits and first aid points.
- Ensuring that no overcrowding occurs in any part of the venue b managing and directing spectators particularly on entering or leaving the venue.
- Keeping walkways and exits clear at all times.
- Fire Safety training should include the following:-
- Action to be taken on discovering a fire
- How to raise the alarm and the procedure this sets in motion.
- Arrangements for calling the Fire Brigade
- The location and use of the fire fighting equipment.

All Stewards should be trained in the handling of emergencies and should understand the limits of their responsibilities which will have been defined with emergency services at the planning stage. Supervision and Stewards should be familiar with the communication system for the event.

REMEMBER

If for any reason matter get out of control or if there is any kind of crime, everything will depend on calm and knowledge Stewarding, directed as necessary from the Control Centre from which major announcements can be made.