

CHIPPENHAM ASC EVENT RISK ASSESSMENT TEMPLATE

Social events are a regular feature on the Chippenham ASC calendar and the template below is designed to help you ensure that the venue, and the event itself, offers a safe environment in which members can enjoy themselves.

This template is a guide to help you successfully undertake a risk assessment for the Chippenham ASC event.

It provides a basic guidance for managing risk and identifying hazard potentials during BUILD UP, OPEN EVENT and BREAKDOWN PERIODS.

Various areas of the template can be systematically used for events organized by members held in:

- Hired Facilities
- Other buildings

Having identified the venue for your event, the first thing you need to do, as a Club organizing the event, is to identify the “Responsible Person”. It will be the responsibility of this person to ensure that a safe environment is provided for members at the event - and that all local conditions are complied with i.e. notifying the Environmental Health Dept. or Fire Service, for example. The “Responsible Person” should also ensure that the risk assessment template is completed for this event.

Action Point 1:

IDENTIFY THE “RESPONSIBLE PERSON” FOR HEALTH AND SAFETY AT THE EVENT. (The “Responsible Person” may, or may not, be the same person as the Organizer of the event.)

It is the collective responsibility of both Venue Owner and Organizer to ensure the suitability of the venue. The local Fire Brigade and Environmental Department may need contacting depending upon the size of the event and the location. The Owner is directly responsible for the upkeep of the building/plant and material and is responsible for providing a safe place of work and environment for their staff, contractors and visitors to the venue and to clients, so far as is reasonably practicable. The Organizer (Chippenham ASC) must satisfy itself that all areas of responsibility, joint or otherwise, are set out, detailed and agreed within the contract with the Venue Owner. The Organizer/Responsible Person in conjunction with the Venue Owner is responsible for ensuring a safe environment including the safe access and departure of any persons to and from the event.

If the Organizer hires or instructs contractors directly, then the Organizer must check that the official contractor they hire is competent and has undertaken a suitable Risk Assessment for the venue.

Action Point 2:

IN PREPARATION FOR THE EVENT, THE “RESPONSIBLE PERSON” NEEDS TO COMPLETE THE TEMPLATE FOR RISK ASSESSMENT GIVEN BELOW.

(Depending on the particular venue, some or all of the headings will be relevant to your event. Do ensure that the person completing the template signs and dates the completed form).

REMEMBER!

The purpose of this exercise is to ensure that Chippensham ASC as a voluntary organisation, is seen to provide a safe environment in which YFC members can enjoy themselves!

RISK ASSESSMENT TEMPLATE :

Date of event

Start & finish times

Address & description of venue

e.g. Village Hall,

barn, hotel etc.

Details of Event

Organiser

Details of Responsible Person

for health & safety

Template completed by (Print name)

Name of organising Club

Position within Club

Signature

Date

RISK/HAZARD CONDITION Checklist – add comments

Alcohol Abuse

- Consumable amounts
- Crowd build-up in restricted areas
- Disorderly/Unruly conditions/Property damage

Aisleways & Passageways

- Clear and unobstructed
- Sufficient width for normal movement
- Aisles marked

Crowd Control

- Congested high spots/build up
- Bottleneck conditions
- Sufficient width of exits

Electrical Power Systems

- High voltage and control panels close and secure
- Good condition of wiring, insulation and fixtures
- Isolated separate electrical feed for DJ/Band/Bar facilities
- Lighting, pathways etc.

Ergonomics

- Limited weight and size of materials lifted or carried by people
- DJ/Band equipment, Marquee erection

Emergency Instructions

- Emergency Plan (Dance Site)
- Operational Instructions
- Communication (back up)

Exit/Departure

- Sufficient exits
- Exit and Exit signs adequately illuminated (applies to marquees)
- Approaches to exits unobstructed
- Clear of snow/ice
- Open outwards onto level surface
- No locks or fastening restricting escape

Fire Protection

- Portable extinguishers appropriate and readily available (applies to marquees)
- Fire equipment visibly marked

First Aid

- Name of qualified attendants
- Instruction for accident reporting
- Communication/Organiser, Safety Co-ordinator

Floors (Walking/Working Surfaces)

- Free of trips, slips and falls
- Free of protrusions
- Opening covered or barricaded
- Load limits on upper floors/balconies

Food

- Health and hygiene for preparation of food or dispensing of food

Lighting

- Walking and entertainment areas adequately illuminated during period of event
- Illumination level sufficient for detail or work performed (Bar areas, stage etc.)
- Illumination of car parking area

Mobile Equipment

- Qualified operators
- Physical hazards

Noise Exposure

- Environmental Health
- Licence/notification

Platforms/Stage/Rigging

- Approved by competent contractor (structural engineer)
- Safe access/departure
- Competent marquee contractors
- Flooring/non-skid

Roadways

- Surface in good repair/sufficient width
- Standard signs and marking
- Proper preparation for seasonal weather extremes i.e. snow, rain
- Heavy usage i.e. fields, farms etc.

Signs & Tags

- Hazard warning
- Directional and informational signs for danger, potential hazards etc.

Sanitary/Toilets

- Suitable and sufficient
- Male, female and disabled
- Competent contractor

Stacking and Storage

- Aisleways and access paths clear and unobstructed
- All stacks, stable are secure (farm conditions)

Stairs

- Treads and nosing slip resistant
- Handrails secure, on at least one side
- Clear and unobstructed
- Wide stairs/Central rail

Ventilation & Extraction

- Adequate means provided (Marquee – warm weather)
- Air inlets and openings clear

Warning Systems

- Fire/Emergency alarm system
- Hazard warning systems appropriate vehicles/equipment

Waste & Disposal

- Safe disposal for waste/food/plastic containers etc.
- Drink containers

AFTER THE EVENT

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.

Post Event Comments