

## CHAPTER FIVE

### Kinds of Risk Assessment

In this chapter we will look at different kinds of risk assessment including specific assessments imposed by particular Regulations.

In order to comply fully with their duties under the MHSWR the community event organiser should ensure that a risk assessment is conducted for any situation which involves a possible risk to the Health and Safety of event workers or other people involved in or impacted by the delivery of the event, including the general public.

Risk assessments conducted under the MHSWR can be broadly split into two main kinds:

- Area and event risk assessments.
- Strategic and operational risk assessments.

Area and event risk assessments should be conducted for all major areas of the event, for example stages, car park, children's area, craft tent etc. and for all major groups of participants at the event, for example stalls, workshops, catering etc. or for any individual participants that pose a particular risk at the event.

Strategic and operational risk assessments should be conducted for any organisational aspect of the event, which might pose a risk to Health and Safety. For example:

- Vehicle movement
- Protection of vulnerable persons.
- Safe use of electricity.
- Slips, trips and falls.
- Crowd management
- Local terrain.
- Structures.
- Impact on local traffic management systems.
- Specific risk assessments required by particular Health and Safety Regulations (see below.)

The community event organiser may need to conduct specific risk assessments if so required by particular Health and Safety Regulations. Of the Regulations covered in appendix one, those which impose a duty on employees to conduct a specific risk assessment are listed below. Where assessments are produced under these specific Regulations they will not need to be repeated under the Management of Health and Safety at work Regulations:

- The Fire Precautions (Workplace) Regulations 1997 as amended 2003 (Fire assessment.)
- The Noise at Work Regulations 1989 (Noise assessment.)
- Manual Handling Operations Regulations 1992 as amended 2002 (Manual Handling assessment.)
- The Health and Safety (First Aid) Regulations 1981 as amended 2002 (First aid assessment.)
- The Personal Protective Equipment at Work Regulations 1992 as amended 2002 (PPE assessment)

- The Control of Substances Hazardous to Health Regulations 2002 as amended 2003 (COSHH assessment.)

Such assessments follow the same guidelines and standard formats as general risk assessments. In most cases the aim of the assessment will be to determine how best to satisfy the requirements of the Regulations in question. The preventative and protective measures identified by the assessments will aid the development of the event Health and Safety Plan as appropriate.

The community event organiser will need to conduct at least some of these specific assessments. Further details are given below. Reference can also be made to the Legislation contained in appendix one.

---

## 5.1 Fire assessment.

The community event organiser should conduct a fire assessment in order to assess risks connected with fire at the event. Think about fire risks and the precautions that can be taken to eliminate or reduce these risks. When writing your fire assessment it you should consult and liase with the local fire authority as appropriate. In line with the provisions of The Fire Precautions (Workplace) Regulations 1997 as amended 1999 a competent person should assist with the assessment.

Full details on conducting a fire assessment are given in chapter fifteen of this guide.

---

## 5.2 Noise assessment.

Where any employee (or volunteer) is likely to be exposed to the first action level or above or the peak action level or above, the community event organiser should ensure that a noise assessment is made by a competent person.

Full details on conducting a noise assessment and definitions of action levels are given in chapter fifteen of this guide.

---

## 5.3 Manual Handling assessment.

The Manual Handling Operations Regulations 1992 as amended 2002 state that as far as is reasonably practicable an employer should avoid the need for his employees to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable the community event organiser is required to undertake a manual handling assessment.

### Think about.....

The table following will give you an idea about things you may need to consider carefully about on manual handling. For further information, the HSE booklet

INDG143 'Getting to grips with manual handling' sets out best practice approaches to dealing with manual handling and manual handling assessments and includes a section on good handling technique which is particularly useful.

**Think about.....**

Think about the factors and questions below. These have been summarised from Schedule One of the Manual Handling Operations Regulations 1992 as amended 2002.

**Factors:**

▪ **The tasks**

**Questions:**

**Do they involve:**

- Holding or manipulating loads at a distance from the trunk?
- Unsatisfactory body movement or posture, especially:
  - Twisting the trunk
  - Stooping
  - Reaching upwards?
- Excessive movement of the load, especially excessive:
  - Lifting or lowering distances
  - Carrying distances
  - Pulling or pulling of loads
  - Risk of sudden movement of load
  - Frequent or prolonged physical effort
  - Rate of work imposed by a process?

▪ **The loads**

**Are they:**

- Heavy
- Bulky or unwieldy
- Difficult to grasp
- Unstable or likely to shift
- Sharp, hot or otherwise dangerous?

▪ **The working environment**

**Are there:**

- Space constraints preventing good posture
- Uneven, slippery or unstable floors
- Variations in the level of floors or work surfaces
- Extremes in temperature or humidity
- Conditions causing ventilation problems or gusts of wind
- Poor lighting conditions?

▪ **Individual capability**

**Does the job:**

- Require unusual strength or height etc.
- Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem or be otherwise especially at risk.

- Require special information or training for its safe performance?
- **Other factors**
  - Is movement or posture hindered by personal protective Equipment, clothing or footwear?

## 5.4 First aid assessment.

The community event organiser should conduct a first aid assessment in order to assess the number of first aid personnel and facilities required for the event workforce, based on the particular circumstances of the event workplace. The Approved Code of Practice for The Health and Safety (First Aid) Regulations 1981 as amended 2002 recommends the following minimum requirements, subject to the results of the individual assessment:

- For low risk workplaces with under 50 employees – one appointed person.
- For low risk workplaces with 50 - 100 employees – one trained first aider.
- For medium risk workplaces with under 20 employees – one appointed person.
- For medium risk workplaces with 20 - 100 employees – one trained first aider.

Remember, at this stage you are only concerned with first aid personnel and facilities to be provided for the event workforce.

### **Think about.....**

The nature of the work involved.  
 Any particular hazards associated with the work.  
 The size of the workplace.  
 The location of the workplace.  
 The distribution and location of the workforce.  
 The times that the workforce will be on site.  
 The use of shift working.  
 The distance from outside medical services.

## 5.5 PPE assessment.

Personal Protective Equipment (PPE) should never be used as a first line of defence. Always look for other ways to combat or control the risk other than through the provision of PPE. If PPE is to be used at the community event a PPE assessment should be carried out.

### **Think about.....**

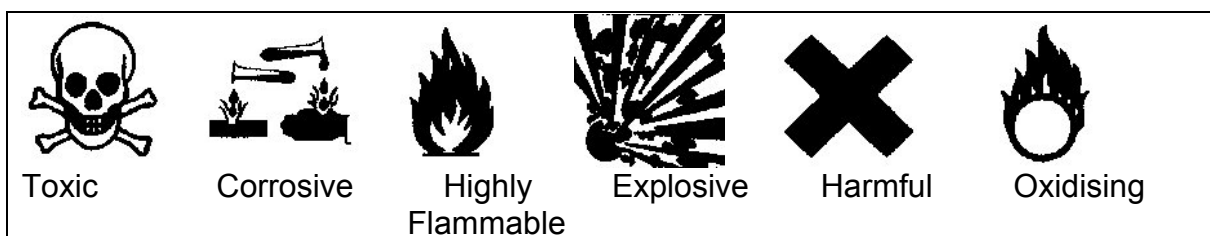
What risks is the PPE guarding against?  
 Who is exposed, to what and for how long?  
 Is the PPE appropriate for and effective against these risks?  
 Is the PPE appropriate for the conditions under which it is to be used?

Is the PPE appropriate for the period for which it is worn?  
Is the PPE compatible with other PPE worn or used?  
Ergonomic considerations and factors relating to the design of any work station.  
Information, instruction and training.

## 5.6 COSHH assessment.

The community event organiser should make an assessment of what harmful substances are present on site and how these may be controlled to prevent risks to Health and Safety.

A good indication of what can be considered a harmful substance is the presence of a toxic, corrosive, highly flammable, explosive, harmful or oxidising symbol on the packaging of the substance.



For example, such symbols may be found on packaging of many cleaning substances, such as bleach or other everyday office equipment such as photocopier toner or liquid paper. The risk that such substances pose if not properly controlled should not be underestimated and an assessment should be made and followed regarding appropriate control procedures to be implemented. In many cases this will be very straightforward.

A COSHH assessment should take account of information provided by the supplier, which will either be present on the packaging or can be requested in the form of a data sheet. This information can be used as an aid to both understanding the risks and determining the preventative or protective measures to be employed. Don't forget to ask yourself if the substance is actually required on site – could a less hazardous substance be used in its place?

Good housekeeping, personal hygiene and isolation of processes can all be effective ways of controlling hazardous substances. Of vital importance is the provision of information, instruction and training to those who are handling or may otherwise be affected by the substance.

For the community event organiser COSHH assessment and control will be relatively straightforward and may entail little more than safe storage of and / or restricted access to substances along with appropriate information, instruction and training in the safe use of the substance. However, the importance of such measures should not be underestimated. In the unlikely event that the community

event organiser is dealing with any substances which are or may be classified as dangerous under relevant Legislation then the advice of the HSE should be sought and COSHH and other relevant Legislation should be read and followed in full.

When making an assessment of what harmful substances may be present on site the community event organiser should also consider if harmful substances will be brought to the site by contractors or participants etc. Where this is the case the community event organiser should request to see a suitable and sufficient COSHH assessment produced by the parties concerned and showing how these substances are to be safely controlled.

**Think about.....**

What hazardous substances are present on site – don't forget cleaning equipment, stage effects, office equipment used in festival control etc.

How are these used?

Who has access to these?

How could these be misused?

Who could misuse them?

What accidents or accidental exposure could occur?

What are the risks of exposure?

What concentrations could cause harm?

What symptoms might result from exposure?

How is the substance stored?

What system is in place to deal with spillages?



