

# Event Risk Assessment

<b>Event Name</b>	<b>RRA AGM</b>	<b>Expected Numbers</b>	<100
<b>Event Date</b>	Thursday 4th October 2021	<b>Responsible Officer (on day)</b>	Andy Moffat
<b>Type of Event</b>	Community meeting	<b>Risk Assessed by</b>	
<b>Venue</b>	Churchers College	<b>Date Reviewed on</b>	

What are the hazards?	Risks	Risk to Whom	SEV 1 to 3	Likelihood H = High M = Med L = Low	What measures are already in place?	Risk Level 1-9 Low-High	What future/further action is necessary?
Covid 19	Spread of virus	AGM participants	3	Med (2)	<ul style="list-style-type: none"> <li>Hands, Face, Space signage in the school</li> <li>Hand sanitisers in the school*</li> <li>Follow Government guidelines</li> </ul>	6	<ul style="list-style-type: none"> <li>Check existing signage</li> <li>Hand sanitisers available</li> <li>Queuing system, where necessary, to separate members of the public by 2 m</li> <li>All attendees encouraged to carry out a LFT before attending, and to bring masks if they wish to do so</li> <li>Signage erected advising symptomatic not to enter or similar</li> </ul>
Inclement Weather – high winds	Injury from flying debris	AGM participants	2	Low (1)		2	<ul style="list-style-type: none"> <li>In event of storm conditions event will be cancelled.</li> </ul>
Fire	Being burnt Breathing issues	AGM participants	3	Low (1)	<ul style="list-style-type: none"> <li>Refer to Churchers College Fire Evacuation policy and plan</li> </ul>	3	<ul style="list-style-type: none"> <li>Bring up evacuation plan and its requirements in case of fire at the beginning of the AGM</li> </ul>
Overcrowding	Spread of Covid 19 Minor injuries	AGM participants	2	Low (1)	<ul style="list-style-type: none"> <li>Large open lecture hall to be used for AGM meeting</li> </ul>	2	<ul style="list-style-type: none"> <li>RRA committee to advise people where to sit.</li> </ul>
Poor lighting at night	Trips and slips	AGM participants	2	Low (1)	<ul style="list-style-type: none"> <li>Some lighting in Churchers College car parks</li> <li></li> </ul>	2	<ul style="list-style-type: none"> <li>Intending participants invited to bring torches</li> <li>Clear signage erected to show visitors the way to the meeting room</li> </ul>

\*Hand sanitizers on entry and hand sanitising stations throughout the venue. Sanitizers will conform to BS EN 14476 or be at least 60% alcohol based.

## RISK ASSESSMENT GUIDELINES

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents which result in personal injury or ill health.

### DEFINITIONS

- Activity - is the type of work being carried out in .e.g. using a piece of electrical equipment.
- Hazard - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- Control Measures - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a 'competent' person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- Risk - is the likelihood that harm will occur, after the control measures have been carried out.
- Severity - rated as follows:

- MAJOR	i.e. death or major injury (e.g. a fracture).	= FACTOR 3
- SERIOUS	i.e. Significant injury	= FACTOR 2
- SLIGHT	i.e. Less significant injuries to a person but still enough to cause harm	= FACTOR 1
- Likelihood - rated as follows:

- HIGH	i.e. could happen anytime.	= FACTOR 3
- MEDIUM	i.e. might happen sometimes.	= FACTOR 2
- LOW	i.e. where harm is unlikely to occur.	= FACTOR 1
- Risk Rating - is a means of 'measuring' the risk by multiplying the *severity* factor by the *likelihood* factor e.g. a *severity* factor 'SERIOUS' with a *likelihood* factor 'MEDIUM' would give a risk rating of 2 x 2 which, of course, gives a 'score' of 4.
- The objective is to achieve the lowest possible 'scores', so far as is reasonably practicable.
- Priority should always be given to those risks which affect large numbers of people and/or could result in serious harm.
- GUIDANCE - Risk rated from 6 - 9 require IMMEDIATE action to achieve a reduction in risk.  
from 3 - 5 require action AS SOON AS POSSIBLE.  
from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further).