



EDINBURGH, LOTHIAN AND BORDERS BRANCH

(a charity registered in Scotland No. SC009110)

EVENT RISK ASSESSMENT FORM

(adapted from Health & Safety Executive guidance and with reference to the 'RAF Association H&S Statement and Policy April/May 2018')

EVENT:

LOCATION:
.....
.....

EVENT ACTIVITY:

NO. OF VOLUNTEERS INVOLVED/others:
(estimate if necessary)

ASSESSOR (print):

ASSESSMENT DATE: **SIGNATURE:**

ASSESSMENT DISCUSSED AND AGREED WITH EVENT ORGANISER:
(Assessor and Organiser may be same person; in any case the assessment to be shared with Committee/Trustees)

ORGANISER NAME (print):

AGREEMENT DATE: **ORGANISER'S SIGNATURE:**

ASSESSMENT REVIEW DATES (annually/change occurs):

Date: **By Whom:**

Date: **By Whom:**
.....



EVENT RISK ASSESSMENT

EDINBURGH, LoTHIANS AND BORDERS BRANCH – RAF ASSOCIATION

HAZARD AND RISK IDENTIFICATION

EVENT: LOCATION: DATE: SHEET No: OF

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard x Risk = Risk Level				
<p>Permissions required</p> <p>The Event Organiser will confirm that all necessary permissions/certificates and Insurances are in place.</p>	<p>CHECK & CONFIRM</p>					
<p>Involvement of 'under 18 year old's'</p>	<p>Under 18 year old's may not understand the risks being managed – particularly if unsupervised.</p>				<p>Branch Policy is that all 'under 18 year olds (ie RAF Air Cadets etc) Must be accompanied by an adult member of staff, Parent or Guardian.</p> <p>All relevant persons to be advised accordingly.</p>	
<p>Accessibility</p>	<p>Volunteers, participants, visitors and guests to/from and at event site</p>				<p>Pre-event survey</p> <p>Awareness on the day + assistance as necessary.</p>	

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard x Risk = Risk Level				
Overcrowding	Volunteers, participants, visitors and guests - by crushing and/or restricted access to egress arrangements.				Restricted participant numbers. Awareness on the day.	
Slips, trips & falls	Volunteers, Participants, Visitors & Guests may be injured if they trip over objects or slip on spillages.				Site inspection pre-event. Awareness on the day.	
Vehicles, equipment etc	Volunteers, participants, visitors and guests on event site.				Awareness on the day + barrier protection of site if required.	
Poor light, unstable ground	Volunteers, participants, visitor and guests on event site.				Awareness on the day + barrier protection of site if required.	
Power sources - electrical, gas, liquid					Assess and provide protection as necessary.	
Means of Escape (signage etc)					Assess and ensure availability as necessary	
Emergency fire-fighting equipment and First-Aid facilities					Assess and ensure availability as necessary	
Availability of emergency telephone					Assess and ensure availability as necessary	

The Event Organiser will ensure that an ongoing 'Dynamic Risk Assessment' process is in place throughout the period of the event (including pre & post event organisation).					Continuing Dynamic Risk Assessment throughout event.	
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EXAMPLE

RISK ASSESSMENT

HAZARD AND RISK IDENTIFICATION

EVENT: **LOCATION:** **DATE:** **SHEET No:** **OF**

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard x Risk = Risk Level				
		Haz.	Risk	Level		
Slippery underfoot for runners due to frost on road.	Participants, public, road marshals.	4	3	12	Stewarding, inform runners and marshals. Warn runners of conditions.	
Adverse weather closing in resulting in drop of temperature, hypothermia, high winds, etc.	Participants, public, stewards.	5	2	10	1. check weather forecast 72, 48 and 24 hours before event; 2. inform participants; 3. arrange shelters along route; 4. inform emergency services.	
Low water temperature for swimmers –hypothermia and cramp risk (November swim).	Participants.	5	4	20	1. sufficient number of safety boats; 2. emergency shelters available; 3. constant monitor of swimmers; 4. adequate number of first aiders and ambulances	

					available.	
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Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

Low Risk – risk can be acceptable.

Medium Risk – acceptable with adequate control measures in place.

High Risk – action must be prioritised and timetabled to reduce risk to an acceptable level.

