

Dumfries and Galloway Council Risk Assessment Template

For the Example of an Outdoor Community Concert



RISK ASSESSMENT REF NO: RA02		ACTIVITY BEING ASSESSED: Community Outdoor Concert		RISK CATEGORY High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/>					
ORGANISER		CONTACT		GROUPS AFFECTED					
WHO IS AT RISK		SPECIFIC INFORMATION				LOCATION(S) For Example			
Staff	<input checked="" type="checkbox"/>	This risk assessment is intended to cover the risks from running a community outdoor concert for an attendance of approximately 200 people, with emphasis on the safety of the audience, staff and participants when the current restrictions are lifted.				Park Farm	<input checked="" type="checkbox"/>		
Volunteers	<input checked="" type="checkbox"/>					Rugby Field	<input checked="" type="checkbox"/>		
Members of Public	<input checked="" type="checkbox"/>					Other location	<input checked="" type="checkbox"/>		
Competitors	<input checked="" type="checkbox"/>								
Young Persons	<input checked="" type="checkbox"/>								
Other Road Users	<input checked="" type="checkbox"/>								
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment, Activity, Person, Substance)		EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer out to any existing Safe Working Procedures				<u>Likelihood</u> 1 - 5	<u>Consequence</u> 1 - 5	<u>Risk Rating</u> 1 - 25	If further actions required - provide Action Reference No.
Covid-19		<p>Refer to the latest Scottish government regulations and recommendations. These can change very quickly and may result in the event being limited, postponed or cancelled. https://www.gov.scot/coronavirus-covid-19/</p> <p>All staff / volunteers involved with the event will be questioned using standard Covid symptom questions prior to assisting the event and advised to self isolate if displaying Covid symptoms..</p> <p>The public will be advised not to attend the event if they are displaying Covid symptoms or have been in contact with a confirmed Covid case.</p> <p>Signage will be displayed at the entrance/check in location indicating good hand hygiene practice, and physical distancing requirements.</p> <p>Hand sanitising stations provided at entrances and other contact places</p> <p>Face coverings to be worn until the concert starts and in all indoor areas i.e. toilets</p> <p>Performers to change off-site and come in via a different entrance to the public</p> <p>All ticket sales to be managed online – no physical tickets will be issued or collected</p> <p>Stewards posted at gates/entrances to prevent unauthorised entry</p> <p>There will be no food or drink available to buy but the public may bring their own</p> <p>Volunteers and stewards will be wearing hi-visibility jackets and their will be stewards on the gates to prevent unauthorised entry</p>				2	5	5	AP1

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Slips, trips and falls	Floors in marquees and other structures to be laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use Temporary lighting provided to walkways, toilets and general areas in use by the public after dark Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping One way barriered route entrance with non-slip mats to cover any rough ground. Route in has good lighting and wide enough to prevent congestion. First aid station available and stewards in radio contact				1	5	5	AP2
Vehicle Management – staff and / or the public risk serious, possibly fatal injuries if struck by a vehicle in a car park or on the surrounding roads	Car parking stewarded and stewards wear high visibility vests. Car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on any adjacent roads Signage and lighting provided to warn other road users of event One way system in place for event traffic i.e. in and out routes to the car park and any other event locations in use				1	5	5	AP3
Variations in weather	Audience advised on suitable clothing depending on weather conditions, hats, sunscreen etc. Audience advised to hydrate in warm weather In adverse weather the event may be cancelled				2	4	4	AP4
Electrical Danger Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected by residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person will certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested				1	6	5	AP5
Fire Safety If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment carried out or previous assessments checked to make sure they are up to date Stewards are given fire action plans and evacuation drills Accesses kept clear at all times for fire service				2	6	5	AP6
Manual Handling staff can get serious back pain	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including trolleys made available				1	6	4	AP7
Medical emergency	First aid to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees				2	6	3	

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Name of Assessor: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Reviewed By: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Title of Activity being Assessed		Risk Assessment Ref. Number				
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed
AP1 – Covid Public Health Management		2				
AP2 – Slips, trips and falls		1				
AP3 – Vehicle Management		1				
AP4 – Variations in Weather		1				

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AP5 – Electrical Equipment Management		1							
AP6 – Fire Safety Good Practive		1							
AP7 – Manual handling		1							
AP8 – Medical Emergency		1							