Public Engagement Risk Assessments

**Why?**

Risk Assessments (RAs) help us provide the safest environment possible for everyone involved with the event. They provide a written recorded to show that we have through through the risks involved and put the best possible safeguards in place to minimise them. All events should have a written risk assessment, even if that is to say that no risks have been identified (a situation which is unlikely to occur). Remember risk assessments are not just about protecting the public but also speakers, managers, buildings and the environment.

**Who?**

The RA can only be filled in by someone with a good understanding of what will be happening at the event. For larger more complex events you may need to gather different forms from multiple individuals. It is essential that everyone involved in the delivery or management of the event understands all the risks and corresponding safety measures associated with their area/role. When the RA is completed people can read and sign below to say they have read and understood the risks and safety measures.

**How?**

Think or walk through each aspect of the event. Think about what could possibly go wrong and then write down how you will prevent that from happening. All risks require at least seven pieces of information:

1. **Hazzard**: The potential cause of harm. These could be objects (knife/cables), conditions (slippery/hot), processes (climbing) or even behaviours (aggressive). Anything which might cause someone harm goes in column one.
2. **Risks**: This is the harm that may be caused by the hazard. They may be physical (burns/cuts), biological (infection/poisoning) or phycological (stress/anxiety). Column two is for the negative situation or harm that may result as a consequence of the hazard.
3. **Who/What**: This is the people, animals, objects or environments that may be damaged. Try to be specific, there may be more than one group of people at risk e.g. Presenters and audience.
4. **Control measures**: These are the systems and controls that you will put in place to remove or minimise the hazard or the risk. For example, you may tape down loose cables, or keep certain materials out of the reach of children.
5. **Consequence**: What might the effect of the hazard be to the injured party? Here you give a score between one and five ranging from insignificant damage/injury through to catastrophic.
6. **Likelihood**: How likely is it that the harmful situation will cause damage or injury. Like Consequence the Likelihood is given a score between one and five
7. **Risk Rating:** This score determines whether the situation should go ahead or not. To calculate the Risk Rating you multiply the Consequence by the Likelihood.

**Risk Assessment**

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| **Assessor’s name** |  |  | **Activity name** |  |
| **Assessor’s job title** |  |  | **Activity venue** |  |
| **Assessor’s event role** |  |  | **Assessment date** |  |

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| **Likelihood**  How likely is it that the harmful situation will cause damage or injury?  **1** – Very Unlikely, 1 in 1,000,000  **2** – Unlikely, 1 in 100,000  **3** – Moderate chance 1 in 10,000  **4** – Likely, 1 in 1,000  **5** – Very Unlikely 1 in 100 |  | **Consequence** How severe might the effects of the harmful situation be?  **1** – Insignificant, no discernible damage  **2** – Minor, may require basic first aid  **3** – Moderate, may require up to 3 days absence  **4** – Significant, require specialised treatment  **5** – Catastrophic, death or permeant disability |  | **Risk Rating key  Calculate the risk rating by multiplying the Likelihood score by the Consequence score.**  **1-4:** Acceptable, proceed using listed method  **5-9:** Adequate, proceed but consider improvements  **10-16:** Reassess,get additional approval from expert before proceeding with activity  **17-25:** Unacceptable, activity cannot proceed |

**NB: The italicised text above is included for example only and requires deletion/modification to tailor it to an event. Add as many rows as required.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Hazzard** | **Risk** | **Who/What harmed** | **Control measures** | **Likelihood** | **Consequence** | **Risk Rating** |
| *Example: Trips hazards* | *Trips or falls* | *Visitors/presenters* | *Loose cables taped down. Floor kept free of objects* | *1* | *2* | *2* |
| *Example: Small objects* | *Choking* | *Visitors (children)* | *Potential choking hazards kept away from small children. Supervision of the Research Station at all times* | *3* | *1* | *3* |
| *Example: Food/drink samples* | *Allergic reactions* | *Visitors/presenters* | *Any food/drink given away will be accompanied by a printed sign listing all full ingredients and highlighting potential allergens* | *3* | *1* | *3* |
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**Conformation**

By signing below, you are confirming that you have read and understood the risks and hazards for the activity and will follow the control measures prescribed above. This should be signed by everyone involved in delivery, organisation or management of the event.

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| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
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**Disclaimers:**

* This document has been prepared as guidance, events should fill in the risk assessment which has been approved by their employer/host.
* Some hazards may require additional information or paperwork such as a COSHH assessment form for substances hazardous to health.
* Ensure you are covered by sufficient Public Liability and Professional Indemnity Cover. Some employers may need to pre-approve risk assessment forms.
* A hard copy of the Risk Assessment should be kept at the venue along with emergency contact details and proof of insurance.