

This is a sample risk assessment

Risk Assessment				
Event: Durham City Veterans Celebration		Date: Sunday 8 th July 2007	Venue: Palace Green	Organiser: Durham City Vision Events Team
Hazards Identified	Persons at Risk	Risk Factor: High, Medium, Low	Measures Required to Control the Risk	
Exhibitors / activities arriving on-site and setting up: collisions; slipping; tripping; falling.	<ul style="list-style-type: none"> MoD: laser dome; paintball gallery, climbing wall; Rifles recruitment trailer MVT: 6 x vintage military vehicles SPVA welfare trailer Brass band (x 30 members) 	Low	<ul style="list-style-type: none"> Vision Events Team liaising with Summer Festival organisers and each activity co-ordinator re a timetable / timeslots. Site layout plan to be distributed by Vision Events Team to each activity co-ordinator prior to 8th July. Vision Events Team to appoint an Events Manager to co-ordinate activity on the day. All volunteers and co-ordinators working the Veterans celebration to be instructed on where first aid points will be situated by Events Manager. 	
MoD supplied activity (laser dome; paintball gallery, climbing wall): slipping; tripping; falling.	Members of the public	Medium	MoD representatives carrying out a site inspection on 30 th and 31 st May after which they will provide a separate, full risk assessment for each activity. Each activity will be set-up and managed by trained MoD professionals who handle the equipment on a daily basis. MoD carry Public Liability Insurance for this kit.	
Digital Stories equipment (TV and DVD): cables producing tripping hazard; electrocution.	<ul style="list-style-type: none"> Members of the public Volunteer stewards Gala staff 	Low	<ul style="list-style-type: none"> Cables to be taped down on the day by Gala staff when setting up (checked by Vision appointed Events Manager) TV and DVD to have been PAT tested in compliance with current Health and Safety Executive guidelines (checked by Gala team when sourcing the kit). 	

Manual handling / setting out chairs for band.	Volunteer stewards	Low	Events Manager to carry out manual handling training during stewards briefing session at the beginning of the event.
Handing out refreshments: scalding from hot drinks; tripping; slipping; falling.	Volunteer stewards	Low	Events Manager to make stewards aware of any potential tripping hazards and first aid points in case of accidents during briefing. Suitable equipment (e.g. trays) to be provided.
Crushing; overcrowding.	<ul style="list-style-type: none"> • Members of the public • Volunteer stewards • MoD representatives • Members of the brass band 	Low	<ul style="list-style-type: none"> • The Veterans badge presentation ceremony has been moved to The Gala to reduce numbers on Palace Green. • The brass band will be instructed to stop playing if crowds become excessive (monitored by event manager). • Volunteer stewards and MoD representatives made aware of evacuation routes at morning briefing.
Fire on Palace Green.	<ul style="list-style-type: none"> • Members of the public • Volunteer stewards • MoD representatives • Members of the brass band • Veterans celebration exhibitors (MVT, SPVA) 	Low	Events manager to liaise with Summer Festival organisers re evacuation plans and meeting points prior to 8 th July. All volunteers and co-ordinators working the Veterans celebration to be instructed on evacuation plans and first aid points in morning briefing.