

<b>Event Name</b>	<b>Example</b>
<b>Date of event</b>	xxxxxx
<b>Date of Risk Assessment:</b>	<b>2020 Example</b>
<b>Review Date:</b>	<i>Annual prior to the next event (unless processes or procedures change then review is immediate)</i>
<b>Risk Assessment Completed By:</b>	
<b>Date authorised by Rhino safety</b>	
<b>Comments</b>	

<b>What are the hazards?</b>	<b>Hazard Level</b>	<b>Who might be harmed and consequences?</b>	<b>What are we already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom and by when</b>	<b>Completed</b>	<b>Final Hazard Level</b>
1.  <b>Slips, Trips and Falls</b>	<b>Medium</b>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment used at the event is well maintained and inspected regularly;</li> <li>• Housekeeping is kept at a high standard at all times;</li> <li>• Adequate lighting is provided during the event;</li> <li>• The layout of chairs and tables is carefully considered and any trip hazards are removed; or barriered off immediately.</li> </ul>	<i>Ongoing monitoring during the event to identify any hazards.</i>	Organisers/ Volunteers	<i>Ongoing</i>	<b>Low</b>

<p>2.</p> <p><b>Falls from Height</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• No work at height will be conducted;</li> <li>• Adequate lighting will be provided to ensure the edge of the stage is visible and anyone on the stage will stay well away from the edge;</li> <li>• Handrails will be used on the stairs to the stage.</li> </ul>	<p><i>None</i></p>	<p>N/A</p>	<p>N/A</p>	<p><b>Low</b></p>
<p><b>What are the hazards?</b></p>	<p><b>Hazard Level</b></p>	<p><b>Who might be harmed and consequences?</b></p>	<p><b>What are we already doing?</b></p>	<p><b>What further action is necessary?</b></p>	<p><b>Action by whom and by when</b></p>	<p><b>Completed</b></p>	<p><b>Final Hazard Level</b></p>
<p>3.</p> <p><b>Manual Handling</b></p>	<p><b>Medium</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Muscular strains or sprains</li> <li>• Back injuries</li> <li>• Trapped Nerves</li> <li>• Hernia</li> <li>• Cuts</li> <li>• Bruising</li> <li>• Fractures</li> <li>• Rheumatism</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are aware of the correct Manual Handling procedures;</li> <li>• Team Lifting is encouraged where possible, when lifting heavy items.</li> </ul>	<p><i>None</i></p>	<p>N/A</p>	<p>N/A</p>	<p><b>Low</b></p>

<p>4. Electricity</p>	<p>Low</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Visitors to the Event</li> <li>Volunteers</li> <li>Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Death</li> <li>Burns</li> </ul>	<ul style="list-style-type: none"> <li>All electrical equipment is PAT tested;</li> <li>Volunteers visually inspect their electrical equipment for damage before use;</li> <li>Contractors will submit risk assessments in relation to their work activities prior to the event;</li> <li>Electrical equipment will be kept in a suitable location away from the attendees where possible.</li> </ul>	<p><i>Ongoing Health and Safety monitoring during the event.</i></p>	<p>Organisers/ Volunteers</p>	<p><i>Ongoing</i></p>	<p>Low</p>
<p>What are the hazards?</p>	<p>Hazard Level</p>	<p>Who might be harmed and consequences?</p>	<p>What are we already doing?</p>	<p>What further action is necessary?</p>	<p>Action by whom and by when</p>	<p>Completed</p>	<p>Final Hazard Level</p>
<p>5. Hazardous Substances</p>	<p>Medium</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Visitors to the Event</li> <li>Volunteers</li> <li>Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Death</li> <li>Burns</li> <li>Respiratory Problems</li> <li>Loss of vision</li> <li>Dermatitis</li> </ul>	<ul style="list-style-type: none"> <li>All chemicals are stored in suitable containers correctly labelled;</li> <li>Correct Personal Protective Equipment (PPE) is used where required;</li> <li>All volunteers are made aware of the correct COSHH procedures;</li> <li>All hazardous chemicals are kept secure and away from the public to avoid unauthorised use;</li> <li>Hand sanitiser will be the only hazardous substance available to attendees.</li> </ul>	<p><i>Ongoing Health and Safety monitoring during the event.</i></p>	<p>Organisers/ Volunteers</p>	<p><i>Ongoing</i></p>	<p>Low</p>

<p>6.</p> <p><b>Falling Objects</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Death</li> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> </ul>	<ul style="list-style-type: none"> <li>• All items and equipment must be stored in a suitable location;</li> <li>• Any damage to storage areas must to be reported immediately.</li> </ul>	<p><i>Ongoing Health and Safety monitoring during the event.</i></p>	<p>Organisers/ Volunteers</p>	<p>Ongoing</p>	<p><b>Low</b></p>
<p><b>What are the hazards?</b></p>	<p><b>Hazard Level</b></p>	<p><b>Who might be harmed and consequences?</b></p>	<p><b>What are we already doing?</b></p>	<p><b>What further action is necessary?</b></p>	<p><b>Action by whom and by when</b></p>	<p><b>Completed</b></p>	<p><b>Final Hazard Level</b></p>
<p>7.</p> <p><b>Loading and Unloading Vehicles</b></p>	<p><b>High</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• General Public</li> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles are to be parked in a suitable area prior to loading and unloading;</li> <li>• Correct Manual Handling techniques are used when lifting items into and off the vehicles;</li> <li>• Extra care is to be taken when getting on and off the vehicles in adverse weather conditions;</li> <li>• All items loaded into the vehicles need to be secured safely;</li> <li>• The general public will be kept away from the area during loading and unloading.</li> </ul>	<p><i>Ongoing Health and Safety monitoring.</i></p>	<p>Organisers/ Volunteers</p>	<p><i>Ongoing</i></p>	<p><b>Low</b></p>

<p><b>8.</b></p> <p><b>Vehicular Movement</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• General Public</li> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Care will be taken to ensure that there is no build up of vehicles;</li> <li>• Banksmen will be used where required;</li> <li>• Vehicles will be parked safely to wait if required.</li> </ul>	<p><i>Ongoing Health and Safety monitoring.</i></p>	<p>Organisers/ Volunteers</p>	<p><i>Ongoing</i></p>	<p><b>Low</b></p>
---	-------------------	--	---	---	-----------------------------------	-----------------------	-------------------

SAMPLE

What are the hazards?	Hazard Level	Who might be harmed and consequences?	What are we already doing?	What further action is necessary?	Action by whom and by when	Completed	Final Hazard Level
9. Covid-19	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Visitors to the Event</li> <li>General Public</li> <li>Volunteers</li> <li>Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Fractures</li> <li>Bruising</li> <li>Cuts</li> </ul>	<ul style="list-style-type: none"> <li>Government guidelines will be followed at all times;</li> <li>Only a maximum of 50 persons will be in attendance (including attendees, organisers &amp; volunteers), with clinically vulnerable persons advised not to attend;</li> <li>Social distancing will be adhered to, with small groups (in line with government guidance) seated at each table and the tables themselves adequately distanced;</li> <li>Details of attendees will be obtained and kept in line with track &amp; trace requirements;</li> <li>If numbers arriving require then queueing will take place outside of the venue, ensuring that the entry vestibule does not become overcrowded at any time;</li> <li>Hand sanitiser will be provided and stage staircase handrails cleaned regularly throughout;</li> <li>Minimal people will be on stage at any time;</li> <li>No handshaking will take place.</li> </ul>	<i>Ongoing Health and Safety monitoring during the event.</i>	Organisers/ Volunteers	<i>Ongoing</i>	Low

What are the hazards?	Hazard Level	Who might be harmed and consequences?	What are we already doing?	What further action is necessary?	Action by whom and by when	Completed	Final Hazard Level
-----------------------	--------------	---------------------------------------	----------------------------	-----------------------------------	----------------------------	-----------	--------------------

<p><b>10.</b></p> <p><b>Security and Violence</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Visitors to the Event</li> <li>• Volunteers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive alcohol consumption will be avoided;</li> <li>• Anyone exhibiting undesirable behaviour will be requested to leave.</li> </ul>	<p><i>Ongoing Health and Safety monitoring during the event.</i></p>	<p>Organisers/ Volunteers</p>	<p><i>Ongoing</i></p>	<p><b>Low</b></p>
---	-------------------	---	---	--	-----------------------------------	-----------------------	-------------------

**Public Liability 5 Million**

**Set up plan required**

**See example below including 2 meter distancing between tables**

**One-way system required as part of the plan**

**Entrance and exit must be different doors and must be manned at all times**

**Risk assessment and floor plan to be sent to onto Rhino Safety for approval**

To scale drawing of the main hall

