

## What are the 4 steps of an event risk assessment?

The responsibility of an organizer is to ensure that all people involved in an event are kept safe throughout the event. This makes the event preparation a serious and stressful process to take.

Here is the step-by-step procedure for carrying out and writing an event risk assessment:

### #1 Identify potential hazards

It is the event planner's responsibility to coordinate with staff and contractors to ensure that equipment, amenities, venue facilities, and consumables are safe and that sufficient security is implemented before, during, and after an event.

#### Some tips for preventing the top 5 event hazards:

- Ensure that there are enough security officers spread out in the area to prevent a commotion from escalating to a full-scale riot. Security staff must also be trained to quickly assess situations and make the right decisions.
- Minimize the risk of equipment injuring people by strategically placing them. Speakers and lights must be placed on solid, stable stands and cables must be taped down.
  - If you are contracting for these services, verify that the vendor is insured, set expectations, and ground rules.
- Have emergency tents ready for people to evacuate to in case lightning becomes apparent. Consider moving the event to a nearby indoor building if the storm worsens.
- Make arrangements to have trained first aid staff with the proper medical equipment ready to assist. There must also be a clear pathway for ambulances to go through.
  - If using your local first responders, be sure to have a memorandum of understanding regarding the role that they will play. Set expectations for the level of communication expected.
- Ensure that the vendor(s) have the regulatory licenses needed to certify the safety of the food they serve.
  - Work with your local Health Department to ensure that the vendors have the proper license/permits and are operating under health department guidelines.

## **#2 Assessing the risks, its levels, and severity**

After all potential hazards are listed and determined, the risks, their levels, and severity should be evaluated thoroughly.

This assesses the likelihood of these risks and the consequences associated that may occur during the event. The likelihood should answer the question “How likely is the person to be injured if exposed to the hazard?”, and the consequences should determine how bad the most severe injury will be if exposed to the hazard.

Examples of things to think about when it comes to risk:

- Items in the walkway
  - Electrical cords
  - Broken sidewalk
  - Broken curb
  - Items protruding from a vendor’s booth
- Alcohol Sales
- Games
  - Is there a risk to games that are being played
- Amusement Rides / Inflatables
- Traffic control
- Athletic events

## **#3 Managing the risks**

This is the last phase of the event risk assessment where actions, measures, and safety protocols are established. This helps with eliminating, reducing, and mitigating the risks.

This includes:

- removing the hazards entirely (elimination)
- replacing dangerous equipment with a safer one (substitution)
- containing or placing the hazard on a guarded design (engineering)
- training key individuals
- thoroughly monitoring the procedures (administrative)
- usage of personal protective equipment (PPE).

## **#4 Recording the findings**

All findings must be documented so that it can be reviewed and revised for future safety purposes.

- It is recommended that you use a digital format so that those assessing the risk can update the document while using their mobiles and tablets.
- These records provide evidence of the assessments carried out that can be a good basis for best event planning practices.

Disclaimer: This is provided for informational purposes only. The document is provided as a resource. It is recommended that you work with an attorney or risk management consultant when assessing the risk involved in your event.