

Community Venue Risk Assessment (Worked Example)

Name of Community Group:		Start Date of Venue:	
Name of Organiser:		Date of Assessment:	
Name of Risk Assessor:		Date of Review:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	<p>Management of Safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Produce a safety policy statement that describes how the venue organiser intends to manage safety; who has specific responsibilities; and how these will be carried out.</p> <p>Ensure that Public Liability Insurance covers the venue (with a minimum cover of £10 million). If you hire equipment for your venue from an outside body or organisation (e.g. heaters) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the venue.</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small venue. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	Medium	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the venue.</p>	Low
2	<p>Slip, Trips and Falls</p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>Organiser has carried out a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	Medium	<p>Venue to carry out walk through visual inspection to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>	Low

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3	Physical Hazards present at site E.g. uneven car park steep steps, poor lighting	Members of Public Volunteers Contractors	Organiser to carry out a suitable risk assessment. Activities should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include: <ul style="list-style-type: none"> ▮ Highway or roadside areas without vehicle segregation (fencing) ▮ Steep, slippery or unstable ground (including those with holes or excavations) 	Medium	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-venue briefing)	Low
4	Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Members of Public Employees Volunteers Contractors	Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training. Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks. Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Medium	Organiser/team leader to give pre-activity briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▮ Not to lift unless comfortable in doing so ▮ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▮ All lifting by young persons to be supervised ▮ Wherever possible, lift items with assistance rather than alone 	Low
5	Equipment and Electrical Failure Injuries to those using or working on the equipment	Members of Public Employees Volunteers Contractors	Ensure equipment is well maintained and in a good state of repair. Regular PAT testing is recommended. Where equipment requires statutory inspection (such as portable appliances, lifting equipment etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the activity.	High	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	

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6	First aid and Emergency Arrangements	Members of Public Employees Volunteers Contractors	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of venue, type of activities, audience profile). Venue Safety Guide states that for small venues this “should never be less than two first aiders, to allow for contingencies”. Ensure that first aid provision is clearly signposted at the venue. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	Medium	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). At least one member of the group should have access to a phone in order to call for emergency assistance in the venue of a group member being injured or falling ill as a result of an allergic reaction	
7	Children and Young Persons E.g. A young person taking unnecessary risks resulting in injury	Members of Public Employees Volunteers	Organiser to carry out a pre-venue site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an venue, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	Low	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	Low

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8	Contractors E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public Employees Volunteers Contractors	Ensure that any contractors or subcontractors hired are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.	Medium	Ensure contractors are given adequate safety information regarding the venue.	Low
9	Fire Safety E.g. Combustible materials, unsafe electrical appliances, items falling against hot surfaces, unattended naked flames	Members of Public Employees Volunteers Contractors	Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005. The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the venue. Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair	High	Inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the venue. Provide agency staff with appropriate instructions and relevant information about the risks to them. The risk assessment should pay particular consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition such as pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the site, lone workers, unaccompanied children and young persons and those with a disability.	Low

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10	Venue capacity E.g. exceeding recommended capacity numbers eg Seated Standing Safe room layout	Members of Public Employees Volunteers Contractors	Consider anticipated capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. The Venue Safety Guide states that for small venues there should be at least two toilets. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Visitors to be supervised at all times and not left unattended.	Medium	Venue Organiser to carry out walk through visual inspection (prior to start of activity) to ensure access/ egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that: <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; • Emergency lighting works; • Fire-fighting equipment and alarms are in full working order 	Low
12	Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	If waste is to be removed by Local Authority, ensure that waste is managed according to guidance. If using a waste collection company, they must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate. Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the venue. Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)	Medium	Ensure that special attention is made to areas such as: <ul style="list-style-type: none"> □ Approach to the venue (e.g. surrounding streets and/or land) □ Entrances and exits □ First aid areas □ Catering areas 	Low

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