**EVENT MANAGEMENT RISK ASSESSMENT TOOL**

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| **Part 1: General Information** |
| Event Name: |  | Date of Event: |  |
| Start time: |  | End time: |  |
| Event Organiser’s Name(s): |  |
| Assessor’s Name:*(if different from manger/sales specialist)* |  | Assessor’s Signature: |  |
| Approver’s Name: *e.g. line manager* |  | Approver’s Signature: |  |
| Event Manager/Sales Specialist Contact Details: |
| Email: |  | Contact:  |  |
| Event online platform:*e.g. Zoom, Microsoft Teams etc.* |  |
| Event Description: |  |
| Type of Event: *e.g.**Conference, webinar, live stream event, hybrid event, Graduation, Ceremony etc.*  |  |
| Participants: | Employees  |  | Students |  | External  |  | Children |  | Other |  |
| Support Team *e.g. contractors, suppliers etc.:* | Employees |  | Students |  | Contracted Services (internal i.e. University staff) |  | Contracted Services (external) |  |

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| **PART 2: Risk Assessment** *(refer to Part 3 for consequence and likelihood scoring descriptors)* |
| ***NB: Only the subject hazards that are relevant to the event need to be completed*** |
| **Hazard list** | **Hazard likely for this event Y/N** | **What is the specific hazard?** | **Standard control measures in place e.g. fire extinguishers, first aiders in buildings** | **Additional control measures required for this event?** | **Risk score with all controls implemented** |
| **What additional action is required to eliminate / reduce or control this hazard?** | **Who is responsible for carrying out this action?** | **Date completed** | **Consequence** | **Likelihood** | **Risk Score** |
| **Event specific hazards** | Venue and room layout |   |   |   |   |   |   |   |   |
| Fire |   |   |   |   |   |   |   |   |
| Perimeter security *e.g. barriers* |   |   |   |   |   |   |   |   |
| Structures *e.g. marquees etc.* |   |   |   |   |   |   |   |   |
| Temporary structures *e.g. props, stages, promotional displays/stands* |   |   |   |   |   |   |   |   |
| Seating *(temporary or free-standing)* |   |   |   |   |   |   |   |   |
| Amusement attractions *e.g. fairground equipment, inflatable items* |   |   |   |   |   |   |   |   |
| Traffic management *(vehicles)* |   |   |   |   |   |   |   |   |
| Campus grounds *(grounds condition, protection)* |   |   |   |   |   |   |   |   |
| Catering *(including water supplies)* & a*llergens (food)* |   |   |   |   |   |   |   |   |
| Welfare and sanitation *(facilities)* |   |   |   |   |   |   |   |   |
| Lasers / strobes |   |   |   |   |   |   |   |   |
| Pyrotechnics /Fireworks |   |   |   |   |   |   |   |   |
| Animals |   |   |   |   |   |   |   |   |
| Confined spaces *(ceiling/floor voids, backstage)* |   |   |   |   |   |   |   |   |
| Build up and take down arrangements |   |   |   |   |   |   |   |   |
| **People hazards** | Crowd control *(people)* |   |   |   |   |   |   |   |   |
| Ticketing arrangements and queuing |   |   |   |   |   |   |   |   |
| Communication methods *(staff and participants)* |   |   |   |   |   |   |   |   |
| Uninvited attention *e.g. intruders, offensive behaviour* |   |   |   |   |   |   |   |   |
| Health/Wellbeing *e.g. fitness, mobility, other impairments* |   |   |   |   |   |   |   |   |
| Workers *e.g. competence/skills* |   |   |   |   |   |   |   |   |
| **General hazards** | Housekeeping *e.g. wet floors, obstacles etc.* |   |   |   |   |   |   |   |   |
| Falling objects |   |   |   |   |   |   |   |   |
| Portable tools & appliances |   |   |   |   |   |   |   |   |
| Heating & ventilation |   |   |   |   |   |   |   |   |
| Electrical equipment *(including cables)* |   |   |   |   |   |   |   |   |
| Lighting *(systems)* |   |   |   |   |   |   |   |   |
| Machinery |   |   |   |   |   |   |   |   |
| Pressurised equipment |   |   |   |   |   |   |   |   |
| Lifting equipment |   |   |   |   |   |   |   |   |
| Underground services *(a potential hazard when fixing temporary structures into the ground)* |   |   |   |   |   |   |   |   |
| Gas *(e.g. bottled)* |   |   |   |   |   |   |   |   |
| Working at height |   |   |   |   |   |   |   |   |
| Manual handling |   |   |   |   |   |   |   |   |
| Working at night |   |   |   |   |   |   |   |   |
| Lone working |   |   |   |   |   |   |   |   |
| Chemicals, fumes, dust |   |   |   |   |   |   |   |   |
| **Environmental hazards** | Pollution *e.g. noise (surroundings/music/equipment), light, water, land or air)* |   |   |   |   |   |   |   |   |
| Waste generation and disposal *e.g. litter, liquid waste, solid waste* |   |   |   |   |   |   |   |   |
| Ecology *e.g. disturbance of wildlife or habitats* |   |   |   |   |   |   |   |   |
| Public interest *(unplanned)* |   |   |   |   |   |   |   |   |
| Media/Press (*planned)* |   |   |   |   |   |   |   |   |
| Civil disturbance/ significant local public event |   |   |   |   |   |   |   |   |
| **Emergencies (and incident planning)** | Fire |   |   |   |   |   |   |   |   |
| Violence & aggressive behaviour |   |   |   |   |   |   |   |   |
| Medical emergency |   |   |   |   |   |   |   |   |
| Uncontrolled participant numbers *e.g. overcrowding* |   |   |   |   |   |   |   |   |
| External threats *e.g. terrorism* |   |   |   |   |   |   |   |   |
| Unforeseen emergency (emergency plan and hierarchy of control) |   |   |   |   |   |   |   |   |

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| **PART 2 Continued: Risk Assessment** *(refer to Part 3 for consequence and likelihood scoring descriptors)* |
| ***NB: Only the subject hazards that are relevant to the event need to be completed*** |
| **Online Event hazards** | **Hazard likely for this event Y/N** | **What is the specific hazard?** | **Standard control measures in place**  | **Additional control measures required for this event?** | **Risk score with all controls implemented** |
| **What additional action is required to eliminate / reduce or control this hazard?** | **Who is responsible for carrying out this action?** | **Date completed** | **Consequence** | **Likelihood** | **Risk Score** |
|   | Security of platform used (i.e.: Zoom / Teams). | Do not allow the invitation to be transferrable  | Provide a password to all participants |   |   |   |   |   |
|   | GDPR Information governance risks | Consider if any data needs to be shared | Do not share any data sources without setting them up with a password first |   |   |   |   |   |
|   | Computer security (unauthorised access) | Supply password to all attendees to increase security online | Be aware of anyone trying to access a meeting half the way through |   |   |   |   |   |
|   |  Reputational risk | Only correct and clear information should be shared | Ensure speakers and presenters are aware of reputational risk and advise them to act accordingly |   |   |   |   |   |
|   | Reliability of the technical equipment and platform used | Schedule a test prior to the event and ensure your device is fully working and reliable | Have a back-up presenter who can take over in the case of the initial presenter having a technical issue |   |   |   |   |   |
|   | Not providing a professional online experience for attendees | Rehearse ahead of going live and ensure all speakers are fully aware of the flow of content / slides / agenda  |   |   |   |   |   |   |
|   | Uninvited attention e.g. intruders, offensive behaviour | Never share your personal meeting ID online and enable the waiting room feature (if using Zoom) |   |   |   |   |   |   |
|  | External hazards: e.g. power cut loss of WIFI | Have a back-up presenter who can take over in the case of the initial presenter having a technical issue |  |  |  |  |  |  |
|   | Online event accessibility | Request specific access requirements from attendees in advance of the event. | Ensure all relevant support mechanisms are in place (closed captions, good lighting for speakers etc.) |   |   |   |   |   |

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| **Part 3** | **Consequence Score** |
| **Hazard Descriptor** | **ref** | **1** | **2** | **3** | **4** | **5** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Injury** | A | Minor injury not requiring first aid treatment | Minor injury (e.g. cut, bruise) / illness (e.g. faint) requiring first aid treatment | Moderate injury (e.g. sprain strain, fractures) / ill health / absent from work/studies for more than 3 days but less than 7 days | Major / multiple injuries / long-term incapacity / disability / absent from work/studies for 7 days or more | Serious injury / multiple persons injured / permanent incapacity / fatality |
| **Student/ Staff/ External Experience** | B | Unsatisfactory experience (resolved) | Unsatisfactory experience (readily resolved)  | Miss-managed (short term effects) | Miss-managed (long term effects) | Totally unsatisfactory outcome or experience |
| **GDPR/ Information governance** **Complaint/ Claim Potential** | C | Locally resolved complaint | Justified complaint | Below excess claim / justified complaint involving lack of appropriate care | Claim above excess level / multiple justified complaints  | Multiple claims or single major claim |
| **Objectives / Projects**  | D | Insignificant costs increase / schedule slippage /barely noticeable reduction in scope or quality | <5% over budget / schedule slippage / minor reduction in quality / scope | 5-10% over budget / schedule slippage / reduction in scope of quality requiring client approval | 1-25% over budget / schedule slippage / doesn't meet secondary objectives | >25% over budget / schedule slippage / doesn't meet primary objectives |
| **Service / Business Interruption** | D | Loss / interruption<1 hour | Loss / interruption>8 hours | Loss / interruption>1 day | Loss / interruption>1 week | Permanent loss of service or facility |
| **Human Resources / Organisational Development** | F | Short-term low staffing level / temporary reduction in service quality <1 day | Ongoing low staffing level reduction in service quality | Late delivery of key objectives / services due to lack of staff (e.g. recruitment, retention, sickness). Minor error due to insufficient training / ongoing unsafe staffing level | Uncertain delivery of key objective/service due to lack of staff | Non-delivery of key objective/service due to lack of staff / loss of key staff / very high turnover |
| **Financial**  | G | Small loss>£100 | Loss>£1,000 | Loss>£10,000 | Loss>£100,000 | Loss>£1,000,000 |
| **Inspection / Audit** | H | Minor recommendations / minor non-compliance with standards | Recommendations given / non-compliance with standards | Challenging recommendations / non-compliance | Enforcement Action / multiple challenging recommendations / major non-compliance | Prosecution / severely critical report |
| **Adverse Publicity / Reputation**  | I | Rumours | Local Media(short-term) | Local Media(long-term) | National Media<3 days | National Media>3 days MP concern (Questions in House) |

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|  |  | **Likelihood Score** |
|  | **1** | **2** | **3** | **4** | **5** |
|  | **Descriptor** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
|  | **Frequency** | Not expected to occur for years | Expected to occur at least annually | Expected to occur at least monthly | Expected to occur at least weekly | Expected to occur at least daily |
|  | **Probability** | < 1% | 1 – 5% | 6 – 20% | 21 – 50% | > 50% |
|  | Will only occur in exceptional circumstances | Unlikely to occur | Reasonable chance of occurring | Likely to occur | More likely to occur than not |
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|  |  | **Overall Risk Rating** |
|  | **Consequence** |
|  | **1****Insignificant** | **2****Minor** | **3****Moderate** | **4****Major** | **5****Catastrophic** |
| **Likelihood** | **1 - Rare** | **1** | **2** | **3** | **4** | **5** |
| **2 - Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **3 - Possible** | **3** | **6** | **9** | **12** | **15** |
| **4 - Likely** | **4** | **8** | **12** | **16** | **20** |
| **5 - Almost** **Certain** | **5** | **10** | **15** | **20** | **25** |

**NB: If overall risks are moderate/major (amber) or catastrophic (red) with control measures in place further action is required to reduce the risk to insignificant/minor (green). Escalation to line manager may be required if reducing the risk is difficult to achieve.**