**EVENT MANAGEMENT RISK ASSESSMENT TOOL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.) |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **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 |
|  | | | | | | | | | | |
|  |  | **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.**