

YFC EVENT RISK ASSESSMENT TEMPLATE

Social events, particularly dances, are a regular feature on the YFC calendar and the template below is designed to help you ensure that the venue, and the event itself, offers a safe environment in which YFC members can enjoy themselves.

This template is a guide to help you successfully undertake a risk assessment for the YFC event.

It provides a basic guidance for managing risk and identifying hazard potentials during BUILD UP, OPEN EVENT and BREAKDOWN PERIODS. Various areas of the template can be systematically used for events organized by YFC members held in:

- Marquee
- Barn
- Hall
- Mansion
- Other building

Having identified the venue for your event, the first thing you need to do, as a Club or County YFC organizing the event, is to identify the "Responsible Person". It will be the responsibility of this person to ensure that a safe environment is provided for YFC members at the event - and that all local conditions are complied with i.e. notifying the Environmental Health Dept. or Fire Service, for example. The "Responsible Person" should also ensure that the risk assessment template is completed for this event.

Action Point 1 -

IDENTIFY THE "RESPONSIBLE PERSON" FOR HEALTH AND SAFETY AT THE EVENT. (The "Responsible Person" may, or may not, be the same person as the Organizer of the event.)

It is the collective responsibility of both Venue Owner and Organizer (YFC) to ensure the suitability of the venue. The local Fire Brigade and Environmental Department may need contacting depending upon the size of the event and the location. The Owner is directly responsible for the upkeep of the building/plant and material and is responsible for providing a safe place of work and environment for their staff, contractors and visitors to the venue and to clients, so far as is reasonably practicable.

The Organizer (YFC) must satisfy itself that all areas of responsibility, joint or otherwise, are set out, detailed and agreed within the contract with

the Venue Owner. The Organizer/Responsible Person in conjunction with the Venue Owner is responsible for ensuring a safe environment including the safe access and departure of any persons to and from the event.

If the Organizer hires or instructs contractors directly, then the Organizer must check that the official contractor they hire is competent and has undertaken a suitable Risk Assessment for the venue.

Action Point 2 –

IN PREPARATION FOR THE EVENT, THE “RESPONSIBLE PERSON” NEEDS TO COMPLETE THE TEMPLATE FOR RISK ASSESSMENT GIVEN BELOW. (Depending on the particular venue, some or all of the headings will be relevant to your event. Do ensure that the person completing the template signs and dates the completed form).

REMEMBER!

The purpose of this exercise is to ensure that YFC, as a voluntary organisation, is seen to provide a safe environment in which YFC members can enjoy themselves!

RISK ASSESSMENT TEMPLATE

Date of event	
Start & finish times	
Address & description of venue e.g. Village Hall, barn, hotel etc.	
Details of Event Organiser	
Details of Responsible Person for health & safety	

Template completed by (Print name)	
Name of organising YFC (Club/County etc.)	
Position within YFC	
Signature	
Date	

RISK/HAZARD CONDITION	COMMENTS
<p>Alcohol Abuse</p> <ul style="list-style-type: none"> • Consumable amounts • Crowd build-up in restricted areas • Disorderly/Unruly conditions/Property damage 	
<p>Aisleways & Passageways</p> <ul style="list-style-type: none"> • Clear and unobstructed • Sufficient width for normal movement • Aisles marked 	
<p>Crowd Control</p> <ul style="list-style-type: none"> • Congested high spots/build up • Bottleneck conditions • Sufficient width of exits 	
<p>Electrical Power Systems</p> <ul style="list-style-type: none"> • High voltage and control panels close and secure • Good condition of wiring, insulation and fixtures • Isolated separate electrical feed for DJ/Band/Bar facilities • Lighting, pathways etc. 	
<p>Ergonomics</p> <ul style="list-style-type: none"> • Limited weight and size of materials lifted or carried by people • DJ/Band equipment, Marquee erection 	
<p>Emergency Instructions</p> <ul style="list-style-type: none"> • Emergency Plan (Dance Site) • Operational Instructions • Communication (back up) 	
<p>Exit/Departure</p> <ul style="list-style-type: none"> • Sufficient exits • Exit and Exit signs adequately illuminated (applies to marquees) • Approaches to exits unobstructed • Clear of snow/ice • Open outwards onto level surface • No locks or fastening restricting escape 	

<p>Fire Protection</p> <ul style="list-style-type: none"> • Portable extinguishers appropriate and readily available (applies to marquees) • Fire equipment visibly marked 	
<p>First Aid</p> <ul style="list-style-type: none"> • Name of qualified attendants • Instruction for accident reporting • Communication/Organiser, Safety Co-ordinator 	
<p>Floors (Walking/Working Surfaces)</p> <ul style="list-style-type: none"> • Free of trips, slips and falls • Free of protrusions • Opening covered or barricaded • Load limits on upper floors/balconies 	
<p>Food</p> <ul style="list-style-type: none"> • Health and hygiene for preparation of food or dispensing of food 	
<p>Lighting</p> <ul style="list-style-type: none"> • Walking and entertainment areas adequately illuminated during period of event • Illumination level sufficient for detail or work performed (Bar areas, stage etc.) • Illumination of car parking area 	
<p>Mobile Equipment</p> <ul style="list-style-type: none"> • Qualified operators • Physical hazards 	
<p>Noise Exposure</p> <ul style="list-style-type: none"> • Environmental Health • Licence/notification 	
<p>Platforms/Stage/Rigging</p> <ul style="list-style-type: none"> • Approved by competent contractor (structural engineer) • Safe access/departure • Competent marquee contractors • Flooring/non-skid 	
<p>Roadways</p> <ul style="list-style-type: none"> • Surface in good 	

<ul style="list-style-type: none"> • repair/sufficient width • Standard signs and marking • Proper preparation for seasonal weather extremes i.e. snow, rain • Heavy usage i.e. fields, farms etc. 	
<p>Signs & Tags</p> <ul style="list-style-type: none"> • Hazard warning • Directional and informational signs for danger, potential hazards etc. 	
<p>Sanitary/Toilets</p> <ul style="list-style-type: none"> • Suitable and sufficient • Male, female and disabled • Competent contractor 	
<p>Stacking and Storage</p> <ul style="list-style-type: none"> • Aisleways and access paths clear and unobstructed • All stacks, stable are secure (farm conditions) 	
<p>Stairs</p> <ul style="list-style-type: none"> • Treads and nosing slip resistant • Handrails secure, on at least one side • Clear and unobstructed • Wide stairs/Central rail 	
<p>Ventilation & Extraction</p> <ul style="list-style-type: none"> • Adequate means provided (Marquee – warm weather) • Air inlets and openings clear 	
<p>Warning Systems</p> <ul style="list-style-type: none"> • Fire/Emergency alarm system • Hazard warning systems appropriate vehicles/equipment 	
<p>Waste & Disposal</p> <ul style="list-style-type: none"> • Safe disposal for waste/food/ plastic containers etc. • Drink containers 	

AFTER THE EVENT

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.

Post Event Comments