**Risk Assessment Guidance**

This guidance aims to assist and provide information on risk management to all let holders. We strongly recommend that every let holder carries out a risk assessment to support a safe environment for the participants attending.

The lessee is responsible for conducting their own risk assessment. This is information is for general guidance only.

A risk assessment will have to be submitted, at the time of application, for the following types of bookings:

* + - All activity in a swimming pool
    - All events
    - Any activity for which the space is not being used for its intended purpose

Events run by City of Edinburgh Council employees will only have to submit a risk assessment if requested to do so by the School Lets Team.

Out-with the list above, the School Lets Team can request a copy of the let holders risk assessment at any point.

The Health and Safety Executive (HSE) recommends five steps to risk assessments: Step 1 – Identify the Hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions Step 4 – Record your findings and implement

|  |  |
| --- | --- |
| **STEP 1 – IDENTIFY HAZARDS**  First you need to work out how people could be harmed. |  |
| * Visit [www.hse.gov.uk](http://www.hse.gov.uk/) for practical guidance on where hazards happen and how to control them. * Have a walk through the site, or examine your activities and look afresh at what could cause harm – ignore the trivia and concentrate on significant hazards that may cause serious harm, or affect several people, such as fire or crushing etc. | |
| **STEP 2 – IDENTIFY WHO MIGHT BE HARMED AND HOW**  For each hazard, be clear about who could be harmed so you can decide on the best way to manage risk. | |
| All hazards should be identified including those relating to the individual activities and any equipment. A  hazard is something with the potential to cause harm. Only note hazards which could result in significant harm.  Example of hazards that should be taken into account: | |
| * Any slipping, tripping or falling hazards. | * High noise levels |

|  |  |
| --- | --- |
| * Hazards relating to fire risks or fire evacuation procedures. | * Lighting, heating or ventilation. |
| * Damage to building or equipment | * Capacity within venue. |
| * Electrical safety e.g. use of any portable electrical appliances. | * Kitchen usage. |
| * Manual handling activities. | * Stage being used. |
| * Alcohol e.g. Underage drinking, fights and rowdy behaviour | |
| This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities.  As well as identifying the hazards, you need to identify the people that may be at risk from those hazards. Some of these people will present a greater risk, for example, the younger and older members.  For your risk assessment, do not list individuals by name, just list groups of people: | |
| * Stewards | * Members of the public |
| * Employees | * Disabled persons |
| * Volunteers | * Children and elderly persons |
| * Contractors | * Local residents |
| * Vendors, exhibitors and performers |  |
| **STEP 3 – EVALUATE THE RISKS**  Having spotted the hazards, you then have to decide what to do about them. The law requires you to take reasonable steps to protect people from harm. | |
| * Look at what you’re already doing, how are you doing it what controls you have in place. * Consider whether you can remove the hazards altogether or how you can control risks so that harm is unlikely.   You may also need to create a PEEP (Personal Emergency Evacuation Plan). This is a plan for individuals who are unable to self-evacuate, and or require assistance.  As a Lessee, you are responsible for planning for the evacuation of people who are unable to self- evacuate, and/or require some assistance to do so. | |
| **STEP 4 – RECORD YOUR FINDINGS**  You may wish to use the risk assessment template provided and keep it simple, e.g.  Hazard = tripping over rubbish Control = bins provided, regular checks to be made. Show that: | |
| * You’ve done a proper check to identify a full range of hazards * You considered all who might be affected | |

|  |
| --- |
| * You dealt with all the significant hazards, taking into account the number of people that could be involved. * Your precautions are reasonable, and the remaining risks are low * You record actions to deal with any improvements you need to make. * You will make regular checks to ensure you keep your control measures in place. * You can ensure there are clear responsibilities, i.e. who will lead on what actions, and by when. * Priorities tackle the most important thigs first, i.e. the hazards that could cause the most harm. |
| **STEP 5 – REVIEW YOUR RISK ASSESSMENT**  Events may change during the planning and on the day. You may add new activities, locations or equipment and new hazards may present themselves. |
| * You need to review your risk assessment to make sure it stays up to date. * It’s a good idea to set a review date before your event and to do another review on the day   of the event, adding in any updates or changes. |
| INFORMATION AND COMMUNICATION OF RISKS |
| * The Lessee must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. * The Lessee will need to retain a copy of the risk assessment * Remember the Lessee is responsible for the safety of everyone who is involved. |
| USEFUL LINKS |
| * [www.hse.gov.uk](http://www.hse.gov.uk/) * [www.hse.gov.uk/event-safety/](http://www.hse.gov.uk/event-safety/) * [www.hse.gov.uk/entertainment/fairgrounds/inflatables](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables) |

Example Risk Assessment Template

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Let Holder |  | | | Organisation |  | | | | |  |
| Date of assessment |  | | | Assessor(s) |  | | | | |
| What is the activity? |  | | | Where is the activity carried out? |  | | | | |
| **What are the hazards?** | | **Who might be harmed and how?** | **What are you already doing?** | | | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done?** |
|  | |  |  | | |  |  |  |  |
|  | |  |  | | |  |  |  |  |
|  | |  |  | | |  |  |  |  |