

**Risk Assessment for borrowing NCC’s Gazebo**

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| **Event:** | **Location:** | **Date of risk assessment:** |
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| **Risk assessment carried out by:** | **Role** |  |
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| **Hazard** | **What are the risks?** | **Who is at risk?** | **What are the current controls?**  **(use numbers)** | Controlled Severity | Controlled Likelihood | Controlled Risk Rating | **Who is responsible for the control?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Passersby’s coming into contact with equipment during set up / break down. | Risks of injury from collision between passers-by and crew and equipment. | Staff, public  volunteers | Staff and volunteers to remain vigilant at all times, if possible set up an exclusion area when setting up gazebos, which can be enforced during times of set- up / break down | 3 | 1 | 3  (Low) | Person borrowing the gazebo. |
| Poorly constructed gazebos | Risk of injury from gazebo collapsing. | Participants  public, staff,  spectators  volunteers | Follow instructions provided on the safe set up of the gazebo. | 3 | 1 | 3  (Low) | Person borrowing the gazebo. |
| Gazebo blowing away in high winds | Risk of gazebo blowing away or collapsing, | Participants  public,  spectators  staff  volunteers | All gazebos must be weighted and pegged down to avoid movement.  Should the weather be extreme, the Borrower must not erect the gazebo. | 3 | 1 | 3  (Low) | Person borrowing the gazebo. |
| Lifting and carrying equipment | Bruising/minor cuts, strains and sprains | Staff or volunteers | The lifting of the gazebo can be heavy and should be undertaken by 2 or 3 people. | 2 | 2 | 4  (Low) | Person borrowing the gazebo. |
| Trip/Slip Hazards | Injury from trailing guys ropes | Participants, spectators  Staff, volunteers | Ensure guy ropes are easily visible to the public, wrap with tape if necessary.  Ensure tent pegs are pushed into the ground as far as possible. | 2 | 2 | 4  (Low) | Person borrowing the gazebo. |
| Insufficient Light | Not being able to see risks while set-up/break down of gazebos | Participants, staff, volunteers | Use lights for setting up and break down when working in inadequate lighting conditions.  Ideally activities should only take place in the gazebo during hours of daylight. | 3 | 1 | 3  (low) | Person borrowing the gazebo. |
| Extreme Weather | Extreme cases of weather leading to gazebo’s collapsing, increased trip and slip hazards | Participants,  public, staff spectators  volunteers | Weather should be assessed on the morning of event and a decision as to the continuation of the event. If extreme weather is forecast (such as heavy wind, rain, thunder & lightening) the gazebo is not safe to use.  If weather becomes extreme during the event, the activity should be cancelled or postponed. | 4 | 1 | 4  (low) | Person borrowing the gazebo. |
| First Aid assistance not being available | Lack of First Aider leading to  escalation of injuries | Staff  volunteers, public | Ideally, you should have a first aid kit on site.  Ensure staff / volunteers have access to mobile phones with emergency services numbers and details of the nearest hospital. | 4 | 1 | 4  (Low) | Event Coordinator/ person borrowing the gazebo. |
| Fire | Injury / death from contact with fire. | Staff  volunteers, public | No smoking is permitted in the gazebos  If you have fire-fighting equipment on site, ensure everyone is aware of its location. Only those who are trained in using fire-fighting equipment should use it.  Ensure your gazebos has at least 1.5 metre fire break between other stands | 5 | 1 | 5  (Low) | Person borrowing the gazebo |
|  |  |  | *Add additional risks you’ve identified here* |  |  |  |  |
|  |  |  | *Add additional risks you’ve identified here* |  |  |  |  |
|  |  |  | *Add additional risks you’ve identified here* |  |  |  |  |

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

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| **Authorisation** | | | |
| **Position** | **Print Name** | **Sign** | **Date** |
| Risk Assessment Assessor |  |  |  |

Please detail how this risk assessment will be communicated to all parties who must comply:

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| **Communication** | | |
| **Who needs to understand this assessment?** | **How and when will this be communicated to them?** | **By Who?** |
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**Risk Rating Guide**

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be ‘Suitable and Sufficient’. That is to say:

* It should identify the risks arising in connection with the activity.
* The level of detail included should be proportionate to the risk.
* It must consider all those who might be affected i.e. staff, students, etc.
* It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

**Risk = Likelihood X Severity**

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| **The Likelihood** |  | **The Severity** | | |
| Very Unlikely = 0  Unlikely = 1  Possible = 2  Likely = 3  Very Likely = 4  Certain = 5 |  | No Action | No injury | 0 |
| First Aider | Bruising, minor cuts, grazes | 1 |
| Referral | Strains, Sprains, concussion | 2 |
| A & E 1 | Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances | 3 |
| A & E 2 | Permanent /partial/total disabilment or other reportable injury/disease | 4 |
| Death | Single Death  Multiple Death | 5 |

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| **Risk Ranking** | **Score** | **Action** |
| Trivial Risk | 0 - 2 | No further action required unless incidents occur |
| Low Risk | 3 - 4 | No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available. |
| Moderate Risk | 5 - 10 | Efforts should be made to reduce the risk over a defined period of time. |
| High Risk | 12 - 16 | Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks. |
| Intolerable Risk | 20 - 25 | The activity should cease until risks have been reduced to an acceptable level. |

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| Likelihood | **Severity** | | | | | |
|  | **Death** | **A&E 2** | **A&E 1** | **Nurse Unit** | **First Aider** | **No Action** |
| Certain | 25 | 20 | 15 | 10 | 5 | 0 |
| **Very Likely** | 20 | 16 | 12 | 8 | 4 | 0 |
| **Likely** | 15 | 12 | 9 | 6 | 3 | 0 |
| **Possible** | 10 | 8 | 6 | 4 | 2 | 0 |
| **Unlikely** | 5 | 4 | 3 | 2 | 1 | 0 |
| **Very Unlikely** | 0 | 0 | 0 | 0 | 0 | 0 |