

## Brighton Pride 2019 – Risk Assessment Template for Traders

The HSE have identified five steps to Risk Assessment, which may help you when completing yours.

### Step one: Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your place of work and look at what could reasonably be expected to cause harm.
- Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.
- Visit the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)). HSE publishes practical guidance on where hazards occur and how to control them.
- If you are a member of a trade association, contact them. Many produce very helpful guidance.
- Look at manufacturers' instructions or data sheets for chemicals and equipment, as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- Remember to include the long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

### Step two: Decide who might be harmed and how

On each hazard you need to identify those who might be harmed. That doesn't mean listing everyone by name, but identifying groups of people (e.g. people setting up stands or passers-by). For each case, you need to identify how they might be harmed. For example, shelf stackers may suffer back injury from repeated lifting of boxes.

- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards.
- Cleaners, visitors, contractors, maintenance workers etc., who may not be in the workplace all the time.
- Members of the public, if they could be hurt by your activities.
- If you share your workplace, you will need to think about how your work affects others, as well as how their work affects your staff – talk to them and ask your staff if they can think of anyone you may have missed.

### **Step three: Evaluate the risks and decide on precautions**

Having recognised the hazards, you then have to decide how to act on them. The law requires you to do everything 'reasonably practicable' to protect people from harm. The simple way is to compare what you are doing with good practice, you can find many sources of good practice on the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)).

So first, look at what you're already doing, think about what controls you have in place and how the work is organised. Now compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling the risks, apply the principles below, if possible in the following order:

- Try a less risky option
- Prevent access to the hazard
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. first aid and washing facilities).

Improving health and safety does not need to be a financial burden. Failure to act on simple precautions can cost you a lot more if an accident does happen, no matter how great the event may have been you will remember the accident above all else and will never be sure about how different it may have been, "if only I had done this..."

Involve staff, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

### **Step four: Record your findings and implement them**

Combining the results of your risk assessment into practice will make a difference when looking after people and your business. Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. When writing your results, keep it simple, for example 'tripping over rubbish: bins provided, staff instructed. We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- A proper check was made

- You asked who might be affected
- You dealt with all the significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable, and the remaining risk is low
- You involved your staff or their representatives in the process.

If you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements. A good plan of action often includes a mixture of different things such as:

- A few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place
- Long-term solutions to those risks most likely to cause accidents or ill health
- Long-term solutions to those risks with the worst potential consequences
- Arrangements for training employees on the main risks that remain and how they are to be controlled
- Regular checks to make sure that the control measures stay in place
- Clear responsibilities –who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

#### **Step five: Review your risk assessment and update if necessary**

You need to review what you are doing on an on-going basis. Regularly review where you are, to make sure you are still improving, or at least not sliding back.

Review your risk assessment again. Have there been any changes? Are there any improvements you still need to make? Have your employees spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are an employer it's all too easy to slide back into the bad habit of forgetting to review your risk assessment – until something has gone wrong and it's too late. Why not set a review date for this risk assessment now? Write it down in your diary as an annual event.

## **Things to Consider**

### **Gazebo/marquee**

You can find helpful guidance and information about marquees here <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Who is building your marquee? Make sure you have their risk assessment and copy of insurance on file, as this may need to be checked. If you are building the marquee/gazebo make sure you have included it in your risk assessment.

### **Electrical safety and power**

You will need to provide electrical safety certificates for your equipment and a competent electrician should sign off its installation. You must use power leads that are safe for outside use, the safety manager prior to the event opening will check this and if they are not suitable and sufficient you will not be able to use your electrical equipment.

### **Waste management**

How do you intend to manage the waste inside and around your stand? We recommend that you ensure your bins are emptied on the Sunday morning so you do not have a build up excessive waste outside your venue. You may use the skips on site to dispose of your rubbish

Rubbish is a major concern for residents around the Pride site. You are responsible for the waste immediately outside your stand – please help us by bagging up rubbish and disposing of it safely and ensuring everyone has an enjoyable event.

NO GLASS is allowed on site. We have significantly reduced the number of lacerations and injuries by preventing glass being brought into site.

### **Fire Safety**

Please ensure you cover fire safety in and around your stand in your risk assessment. Things to think about are electrical equipment, stand dressing and other decorative materials, fire extinguishers (you must have one with any electrical equipment), means of escape from your stand and park - Make sure this isn't blocked during the event.

**Pride Traders Risk Assessment Form**

**For office use only –  
Checked by BPCIC  
Date:**

<b>Date of Assessment:</b>		<b>Trader Name:</b>			
		<b>Name of risk assessor:</b>			
<b>Observations, hazards Identified</b>	<b>Who is at Risk?</b>	<b>Risk without Controls in Place</b>	<b>Control measures to be implemented</b>	<b>By whom?</b>	<b>Risk with Controls in Place</b>
Example – glass on park – injury, cuts to feet	Public, staff	High	No glass to be allowed onto site, any glass seen to be cleaned up	All staff	Low