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Risk assessment

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It is a condition, for the use of the promenade/ foreshore and other council controlled open spaces/ premises that the event organiser carry out a risk assessment.

This is also a legal requirement for organisers of events to which the public are invited to attend or participate in. Your public liability insurer may also require you to risk assess your event.

Completing a risk assessment for an event

There is no set way of undertaking a risk assessment. Many event organisers are familiar with the process, however there are some who are new to the events business and would appreciate some guidance.

- If you are familiar with risk assessment please provide this in the format you are used to
- You may have some experience in risk assessment but could do with reminding. A useful reference is the HSE guide Five Steps to Risk Assessment
- If referring to the HSE guide to risk assessment, consider substituting the phrases that refer to workplace and employees with your event location (workplace), participants, volunteers, employees, members of the public etc. You should then identify any hazards and record your precautions accordingly
- This may be your first introduction into the world of risk assessment , don't panic! First may we recommend you read and familiarise yourself with the above Five Steps to Risk Assessment produced by the HSE

If you are confident that you understand the principles please adopt their guidelines and template.

We have produced an example based on the above, a basic risk assessment for a sponsored walk along the promenade by a small number of people.

Please don't just copy it, every event is different - you will need to consider the hazards and controls **your event** needs.

You should familiarise yourself with the event location by walking the route and noting any possible hazards for your own particular event and assess and record how you propose to manage these in your own risk assessment.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the example to meet the particular conditions during your event.

If you require any advice or assistance please contact VisitBlackpool events team on events@visitblackpool.com.

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