



# THE TALL SHIPS RACES 2011

GREENOCK 9th - 12th July



## Risk Assessment

### What is risk assessment?

A risk assessment is nothing more than a careful examination of what, at your exhibit, could cause harm to people either during setting up, during the event itself or dismantling so that you can weigh up whether you have taken enough precautions. The aim is to ensure no one gets hurt.

The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so is remote, provided that 'live' components are insulated and metal casings are properly earthed.

### How to assess the risks at your exhibit

Follow these five steps:

**STEP 1:** Look for the hazards

**STEP 2:** Decide who might be harmed and how

**STEP 3:** Evaluate the risks and decide whether existing precautions are adequate

**STEP 4:** Record your findings

**STEP 5:** Review your assessment and revise if necessary

### Don't be overcomplicated.

At most exhibit stalls the hazards are few and simple. Checking them is common sense, but necessary. You may probably know already whether, for example, you need machinery to lift exhibits into position, or heavy loads which require lifting manually. If so, check that you have taken what reasonable precautions you can to avoid injury to either yourself, festival staff or members of the public.

### Hazard and risk - don't let words in this guide put you off!

**HAZARD** - means anything that can cause harm (e.g. fork-lift trucks, heavy packages, etc).

**RISK** - is the chance, high or low, that somebody will be harmed by the hazard.

### STEP 1 - Look for the hazards

When doing the assessments yourself think about what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people.

An ideal sequence could be:

1. Hazards setting up 2. Hazards during the event. 3. Hazards dismantling  
Manufacturer's instructions may also be of help.

### STEP 2 - Decide who might be harmed (from the identified hazards), and how

This would be a list of groups of people:

- Your employees/volunteers
- Show staff
- Members of the public

### STEP 3 - Evaluate the risks and decide whether existing precautions are adequate

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. Your real aim is to make all risks small by adding to your precautions as necessary.

In taking action ask yourself:

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

In controlling risk apply the principles below, if possible in the following order:

- Try a less risky option - use lifting aids rather than lifting heavy items yourself or with others
- Prevent access to the hazard - e.g. by signing sharp/hot objects or barriers so members of the public cannot touch objects
- Provide personal protective equipment - e.g. gloves, etc.

A good example of a control measure would be:

All walkways must be kept clear of obstructions, i.e. Guy ropes, signs, power cables etc.

**Remember !!!**

**Failure to take simple precautions can cost a lot more if an accident does happen.**

#### **STEP 4 - Record your findings**

It is important to record the significant findings of your assessment. This means writing down the significant hazards and conclusions using the attached form.

This should be sent to:

**Greenock Tall Ships c/o Richmond Event Management, 59 Prince Street, Bristol BS 1 4QH**

Keep a written record for future reference or use; it can be a useful reminder to keep your eye on particular hazards and precautions.

#### **STEP 5 - Review your assessment and revise it if necessary**

It is good practice to review your assessment after the show to make sure that the precautions taken worked effectively and revise the assessment (if required).


**If you have any difficulties then do not hesitate to contact our Safety Advisor on: 0117 9077047**

**Step 1**

**Hazard**

Look only for hazards which you could reasonably expect to result in significant harm on your exhibit stand. Use the following examples as a guide:

- Slipping/tripping hazards (e.g. change of level within the exhibit)
- Fire (e.g. from flammable materials)
- Moving/sharp parts of exhibits
- Vehicles (e.g. fork-lift trucks)
- Electricity
- Manual handling



**Step 2**

**Who might be harmed?**

There is no need to list individuals by name - just think about groups of people e.g:

- Your own employees/volunteers
- Show staff
- Members of the public

**Step 3**

**Is more needed to control the risk?**


For all the hazards listed, do the precautions you intend to take:

- Represent good practice
- Reduce the risk to the 'low' level

Have you provided :

- Adequate information, instruction (Signs) etc

If so, then the risks are adequately controlled, but you need to indicate the precautions you intend to have in place **using the form**.



**Step 4 & 5**

**Review and revision**

Review and revise the assessment for the next boat show (if required). On review check that the precautions for each hazard still adequately control the risk.

## Risk Assessment Form

Risk Assessment for	Assessment	Assessment Review
Company Name	Signed	
Company Address	Date	
	.....	
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>Step 4</b>	<b>Step 4</b>	