

Appendix 2—

# Risk Assessment Sample

---

Guidelines for the  
Safe Presentation  
of Festivals &  
Live Events

## APPENDIX 2

# GUIDELINES FOR SAFE PRESENTATION OF FESTIVALS AND LIVE EVENTS: COVID-19 RISK-ASSESSMENT SAMPLE The Arts Council and Fáilte Ireland

## RISK-ASSESSMENT METHODOLOGY AND SAMPLE

### 1. COVID-19

COVID-19 is spread through respiratory droplets when an infected person coughs, sneezes, speaks or breathes. People can also be infected by touching a contaminated surface and then their eyes, mouth or nose. It can survive for a period on surfaces, from where it can be transferred to others through touch. While for the vast majority symptoms will be mild, outcomes for some from contracting the virus can be so severe it is regarded as a high-risk hazard.

Factors to consider when carrying out the risk assessment on COVID-19 transmission include:

- The length of activity
- The numbers involved in an activity
- Whether direct contact is part of the activity
- Whether close proximity is part of the activity
- Contact-group characteristics (e.g. family group, same households, pods)
- The environment in which the activity occurs (e.g. outdoors versus indoors)
- Event or work takes place in poorly ventilated spaces
- Any audience involvement considering sing along or call and response type audience engagement

Event organisers should also consider transmission route:

- Airborne
- Surface contact
- Personal physical contact (e.g. handshakes)

The key principles for preventing the spread of COVID-19 involve:

- Limiting potential contact with the virus so it cannot pass from one person to another
- Containment of the virus to reduce number of persons it can be transmitted to
- Contact tracing for early intervention
- Ensuring all workers are aware of the administrative controls
- Ensuring all attendees are aware of public-health measures

### 2. Risk-assessment Terminology

There are five important terms you need to understand when conducting a risk assessment:

1. **Hazard:** anything with the potential to cause injury or ill health – e.g. chemical substances, dangerous moving machinery, or, in this instance, COVID-19.
2. **Risk:** risk is the chance that someone will be harmed by the hazard. It also takes account of how severe the harm or ill health could be and how many people could be affected. Because risk is a combination of chance (or likelihood) and severity, it is worthwhile considering both of these terms.
3. **Likelihood (or chance):** chance is a measure of how likely it is that an incident could happen.

4. **Severity (or impact):** severity is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an incident.
5. **Control measures:** control measures are simply what steps you are going to take to remove the hazards, or at least reduce the risk of them causing harm to as low a level as possible.

### 3. Risk-assessment Process

A risk assessment is a written document that records a three-step process:

1. Identifying the hazards in the workplace(s) under your control
2. Assessing the risks presented by these hazards
3. Putting control measures in place to reduce the risk of these hazards causing harm

#### 1. Identifying the hazards in the workplace(s) under your control

The first step is to identify all the hazards in the workplace. A hazard is anything with the potential to cause injury or ill health. With respect to COVID-19, event organisers must identify situations where there is a risk of transmission of the virus. The event risk assessment is based on identifying the contact points (CP) of where, when and how (airborne, surface contact or personal physical contact) transmission is most likely to occur, and implementing the controls best able to reduce the risk of transmission.

Once you have identified the hazards, you can start to assess the risks.

#### 2. Assessing the risks presented by these hazards

Risk means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard. In assessing the risk, you should calculate:

- How likely it is that a hazard will cause harm
- How serious that harm is likely to be
- How often and how many people are exposed

#### Likelihood x Severity = Risk Rating

The simplest way to quantify the risk is low, medium or high:

**Low risk:** this is where the likelihood of an accident occurring is low and the severity is low – e.g. a worker carrying out duties independently out of doors.

**Medium risk:** as the level of likelihood or severity increases, a hazard may be assessed as a medium risk – e.g. working indoors in a shared space. You should use control measures to reduce these hazards to low risk.

**High risk:** you should focus on high-risk hazards first, as there is a likelihood that infection will occur and, if it does, there could be serious ill health or death – e.g. highly congested areas indoors where physical distancing cannot be managed.

The below table shows a simple three-scale rating matrix.

		Likelihood		
		Low	Medium	High
Severity	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

When assessing risk it is important to consider who may be exposed to a specific hazard. This may include workers, attendees and the general public not attending or associated with your event.

You should also consider vulnerable groups for which you may need to put in place additional control measures, such as:

- People with language disabilities or for whom English or Irish is not a first language
- People with different abilities or disabilities

### 3. Putting control measures in place to reduce the risk of these hazards causing harm

Once you have looked at the hazards in your workplace and identified the level of risk, you are ready to start the final step of the process: deciding the control measures or infection prevention-and-control measures. Control measures include actions that can be taken to reduce the potential of exposure to the hazard, to remove the hazard, or to reduce the likelihood of the risk of exposure to that hazard being realised. Control measures should be reasonably practicable measures so as to mitigate the risk of transmission of COVID-19 to a tolerable or acceptable level.

Control measures may include but are not limited to:

- Physical-distancing measures
- Cleaning and disinfecting
- Hand hygiene
- Respiratory etiquette
- Screening measures
- Training and communication

The table below gives an example of COVID-19 risk assessment.



Step 1 Identify hazards		Step 2 Assessing the risks				Step 3 Control measures and further action		
Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity. For example, High, Medium, or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
<i>Example</i> Crowd ingress	<i>Example</i> Queuing: inability to physically distance – risk of infection and spread of the virus	<i>Example</i> Attendees Workers General public	<i>Example</i> Medium	<i>Example</i> Medium	<i>Example</i> Medium	<i>Example</i> <ul style="list-style-type: none"> <li>• Queuing systems in place</li> <li>• Designated ingress/egress points</li> <li>• Stewarding plan in place and stewards in position directing attendees</li> <li>• Ticketing system in place and tested</li> <li>• Allocated entry times for sessions</li> <li>• Queues repositioned for physical distancing</li> <li>• Removal of street furniture in the direct vicinity of the venue</li> <li>• Installation of COVID-19-specific signage</li> <li>• Position Compliance Officer at the entrance during ingress</li> </ul>	<i>Example</i> Event organiser (event controller)	<i>Example</i> 1 week from the event 1 hour from the event
Attendee behaviour	Non-compliance with physical distancing and personal hygiene	All	Medium	High	High	<ul style="list-style-type: none"> <li>• Queuing systems in place at appropriate locations</li> <li>• Stewarding plan in place with sufficient stewards to monitor attendee behaviour and provide guidance</li> <li>• Communication plan for all key safety messages, including event signage</li> </ul>	Head of Security Site management	During the event

APPENDIX 2 – RISK ASSESSMENT SAMPLE

	protocols					<ul style="list-style-type: none"> <li>Promote to all parties in advance the physical-distancing and hygiene protocols to be followed at the event, together with a reminder of self-responsibility</li> <li>Ensure reminders onsite, including signage and PA announcements</li> </ul>		
Egress at event of day	Inability to physically distance – risk of infection and spread of the virus	All	High	High	High	<ul style="list-style-type: none"> <li>Exit routes and exit gates identified and assessed for adequate exiting capacity</li> <li>Signage installed to encourage physical distancing</li> <li>increasing exit opportunities if necessary (through fire exits, vehicle doors, etc.)</li> <li>Ensure adequate stewards available to reinforce physical-distancing guidelines and move crowds on if they gather in exit routes</li> <li>Queue-management assistance provided at bus stops and taxi ranks as required</li> <li>Catering areas shall remain open for a short period of time after close of show to spread out egress</li> </ul>	Event organiser (event controller)	Head of Security Site management

**The Arts Council**  
70 Merrion Square,  
Dublin 2, Ireland  
D02 NY52

**www.artscouncil.ie**  
t +353 1 618 0200  
f +353 1 676 1302  
Callsave 1850 392 492

**Fáilte Ireland**  
88–95 Amiens Street,  
Dublin 1, Ireland  
D01 WR86

**www.failteireland.ie**  
t +353 1 884 7700



**Fáilte Ireland**  
National Tourism Development Authority



An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media