

## WHAT IS THIS DOCUMENT?

This is a copy of the risk assessment form for delivering LOW PROFILE's project *PEOPLE (2022)*. This document has been written by Phil Rushworth who worked as lead Producer on this project as part of [Flock South West](#), a contemporary art production agency based in Plymouth.

This document demonstrates how risks were assessed and planned for in the lead up to delivering the *PEOPLE (Plymouth)* event.

This document is shared to help share knowledge around the production of large scale, participatory artworks in the public realm. LOW PROFILE and Flock South West hope that this might be useful information for anyone planning their own art events and also to give an insight into the making and delivery of this artwork for those who want to know more!

[PEOPLE \(Plymouth\) 2022](#) was made possible thanks to funding from Arts Council England, supported by National Lottery Players, 154 crowdfunder backers, Plymouth City Council's City Change Fund, and The Gane Trust.

The project was produced by Flock South West CIC and supported by our partners POP (Plymouth Octopus Project), Our Plymouth, Plymouth Culture, Plymouth City Council, The Box, and Nudge Community Builders.

## HOW CAN I USE IT?

You are free to use this information to help you plan your own events - we just ask that you credit LOW PROFILE and Flock South West at appropriate points.

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# EVENT RISK ASSESSMENT FORM

Event	LOW PROFILE - PEOPLE
Assessment date	28/03/2022 (to be reviewed in June 2022)

## Step 1 – Identify Hazards or Activity

Consider the activity or work area and identify if any of the hazards listed below are significant (put X in the boxes that apply).

1	Confined space	2	Condition of building & glazing	3	Display screen equipment	4	Electrical hazards or Equipment	5	Work at height	6	Fall of objects
7	Fire hazards & flammable material	8	Fixed machinery or equipment	9	Food preparation	10	Hazardous fumes/dust chemical	11	Hazardous biological agents	12	Heating, lighting & ventilation
13	Layout, storage, space, obstructions	14	Lone working	15	Manual handling	16	Mechanical Lifting	17	Noise	18	Slips and trips
19	Stress	20	Outdoor work	21	Portable tools / equipment	22	Pressure vessels or stored energy	23	Repetitive movements or static postures	24	Staff welfare facilities
25	Transport / driving at work	26	Vibration	27	Violence	28	Vulnerable people	29		30	

## HEALTH & SAFETY RISK ASSESSMENT FORM

### Step 2 – Evaluate the risks, decide on precautions & record your findings

For each hazard identified in Step 1, complete Step 2.

Hazard number	Describe the Hazard & consequences	What are you already doing to control the risk	Residual risk			What else (if anything) do you need to do to control the risk	Reduced risk		
			S	L	R		S	L	R
6	Use of drone - risk of falling drone causing severe injury	<p>Working with experienced and licensed drone operators (separate drone specific risk assessment to be conducted by operator).</p> <p>Battery levels of drone to be monitored throughout event</p> <p>Event will only go ahead during low winds and fair weather</p>	4	1	4				
13	Obstructions caused by project materials, team members and participant possessions	<p>Project materials to be kept away from pedestrian areas and walkways, next to pedestrian barriers</p> <p>Team members and participants will be asked to keep their possessions on them</p> <p>When constructing the event barrier (using pedestrian barriers and tape) are assembled, sufficient room for pedestrian access either side will be left and sufficient room for emergency</p>	2	2	4				

**(S) Severity:** Insignificant = 1; Minor = 2; Moderate = 3; Major = 4; Fatal = 5

**(R) Risk rating = S x P** Low = 1-5;

**(P) Probability:** V.Unlikely = 1; Unlikely = 2; Possible = 3; Likely = 4; Almost Certain = 5; Medium = 6-10; High = 11-15; Very High = 16+

### HEALTH AND SAFETY RISK ASSESSMENT FORM

		<p>vehicle access will be left on the side nearest the lighthouse.</p> <p>Before barriers are installed and after pedestrian barriers are removed, all materials and structures will be stored together with the smallest footprint safely possible, and a team member will remain close to supervise and prevent accidental trips etc.</p>						
15	Carrying project materials and equipment - risk of injury	<p>Project materials and equipment are limited.</p> <p>Pedestrian barriers or any heavy or awkwardly shaped items to be lifted by two technicians.</p> <p>Experienced art technicians who know correct lifting technique will be used</p> <p>Equipment transported by vehicle and unloaded and loaded as close to site as possible.</p>	3	1	3			
17	Risk of noise from large numbers of the public	<p>No amplified sound is used</p> <p>All participants are already volunteers for their community and will sign up knowing what they are expected to do</p> <p>Stewards will ask crowd to lower volume if it becomes too loud</p>	2	2	4			

## HEALTH AND SAFETY RISK ASSESSMENT FORM

		There are no residential areas, schools or places of worship close to the event area							
18	Slips trips and falls	<p>Project materials to be kept away from pedestrian areas and walkways, next to pedestrian barriers</p> <p>Team members and participants will be asked to keep their possessions on them</p> <p>High visibility barrier tape to be used</p> <p>The event will only go ahead in dry weather and takes place on a reasonable flat tarmaced area</p>	2	2	4				
19	Stress - risk to team member mental health	<p>The delivery team is experienced and has worked closely together before.</p> <p>A Deputy Event Manager will be present to relieve pressure on the Event Manager if needed</p> <p>The Event is short and low impact</p> <p>Team members to be briefed in advance, which will include welfare guidance</p>	2	1	2	Consider ensuring one or more team members have mental health first aid training	2	1	2
20	Outdoor work - risk of heat, cold or wet weather causing illness.	<p>The event will only go ahead in clear dry weather.</p> <p>Team members and participants advise in advance to bring a refillable bottle of</p>	3	2	6	Organisers to carry water in a sanitise refillable bottle and non-breakable picnic drinking glasses in case any team members or participants need water and have not brought their own.	3	1	3

## HEALTH AND SAFETY RISK ASSESSMENT FORM

		<p>water, snacks and sun cream and wear weather appropriate clothing</p> <p>The event, including set up, is short which minimises exposure to the elements.</p> <p>There are sheltered seating areas on The Hoe for temporary respite from the sun if needed.</p>				<p>Participants or team members who start to feel the effects of weather (whether through cold or sun exposure) will be advised to leave the event area to find nearby warmth/ shade. A steward should accompany anyone who looks unwell or if they may become unwell, until the person feels better or they are relieved by a first aider or friend/ family member. First Aid should also be called for.</p>			
23	Static poses - risk to participants or team member with existing conditions	<p>Whilst participants will need to stand for a period of time they will be able to move and stretch throughout.</p> <p>All participants will be briefed and will know what to expect</p>	2	2	4				
24	Staff welfare facilities	<p>The event, including set up, is short.</p> <p>Team members will be advised to bring water and snacks.</p> <p>2 x First Aiders on the team and identified to all team members</p> <p>There are nearby public toilets and stewards are free to take comfort breaks throughout.</p>	2	2	4	<p>Organisers to carry water in a sanitised refillable bottle and non-breakable picnic drinking glasses in case any team members or participants need water and have not brought their own.</p>	2	1	2
25	Transport - transporting equipment and materials & proximity to nearby roads -	<p>Team members driving vehicles for loading/ unloading must drive slowly in</p>	4	1	4				

## HEALTH AND SAFETY RISK ASSESSMENT FORM

	<p><b>risk of injury or vehicular accident</b></p>	<p>the Hoe area and give precedence to pedestrians</p> <p>Loading and Unloading to take place before/ after participants are expected to be in area and only within existing transport routes</p> <p>Participants advised of proximity of public roads/ car parks and advised to be aware of the possibility of moving vehicles nearby.</p> <p>Stewards briefed on possible hazard areas and on alert for participants or members of the public who may be at risk</p> <p>Team members will wear high-vis jackets.</p>							
<p style="text-align: center;">27</p>	<p><b>Violence - risk from members of the public to team members or participants</b></p>	<p>All participants will already be volunteers in their communities and will have signed up to participate in the event, knowing what is expected.</p> <p>Only registered participants will be informed of the meeting time and place</p> <p>A steward to participants ratio of no more than 1 steward to 25 participants</p> <p>Team members briefed to disengage and remove themselves and participant</p>	3	2	6	<p>Acknowledge that the event takes place next to public monuments at a site used for protest and vigils in the past. Team members briefed to explain the event is a public art work and community event to inquiring members of the public.</p>	3	2	6

### HEALTH AND SAFETY RISK ASSESSMENT FORM

		<p>from area in the event that a member of the public threatens violent behaviour</p> <p>Takes place in daytime hours</p>							
28	Vulnerable people	<p>Only participants of at least 16 years old can take part.</p> <p>A child protection and lost child policy is in place</p> <p>Carers and support workers of vulnerable adults are invited to participate alongside them.</p> <p>All participants already volunteers within their communities</p>	2	2	4	<p>Consider ensuring 1 or more team members have mental health first aid training</p>	2	2	4
	COVID-19	<p>Event is outside and in a well ventilated area</p> <p>Participants advised to take an LFT test on the day of the event and to not attend if they are feeling unwell, or have been in contact with anything testing positive for COVID-19</p> <p>National COVID-19 advise and restrictions will be followed.</p> <p>Organisers will monitor any changes to government guidelines and local infection rates/ numbers and amend event where necessary - postponing if it is deemed to be too risky to public health</p>	4	2	4				



**HEALTH AND SAFETY RISK ASSESSMENT FORM**

	<p align="center"><b>Crowds - risk of crushing, pressure or antisocial behaviour</b></p>	<p>Only registered participants will be informed of the meeting time and place</p> <p>A steward to participants ratio of no more than 1 steward to 25 participants</p> <p>Event takes place in an open area with much larger capacity than the number of participants, no bottle necks or small enclosed areas.</p> <p>Team briefed in advanced to be aware of any potential overcrowding situations</p> <p>Technicians and team members will be asked to cut barrier tape and remove pedestrian barriers in the event of a critical incident.</p>	<p align="center">4</p>	<p align="center">1</p>	<p align="center">4</p>				
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**RISK RATING MATRIX**

**RISK LEVEL**

		Severity				
Likelihood		Insignificant	Minor	Moderate	Major	Fatal
	Very unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red
	Almost certain	5 Amber	10 Red	15 Red	20 Red	25 Red
	Risk rating	Risk level				

1 – 4 green	Low
5 – 9 amber	Medium
10 – 25 red	High

## RISK SCORE AND DESCRIPTION

Risk score	Risk level	Category	Description
1 – 4	Low	Acceptable	No further actions needed.
5 – 9	Medium	Tolerable/Adequate	But ensure at the review that there is nothing else which could be done.
9 – 15	High	Undesirable	Immediately look at reasonably practicable ways to reduce the risk.
16 – 25	Very High	Unacceptable	Stop activity and make immediate improvements.