

Date:

## Risk Assessment

<b>Assessors Name:</b>		<b>Assessment Reference Number:</b>		<b>Review Date:</b>	
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<b>Endorsed By Name:</b>		<b>Signature</b>		<b>Position</b>		<b>Date:</b>	
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<b>Description of activity being assessed</b>	World Cup Party/ Event Risk Assessment (template)
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<b>Location</b>	
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Identified Hazards	Who may be affected	Risk level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk Level S x P = R					
		S	P	R	RR				S	P	R	RR		
Electrical Equipment						<ul style="list-style-type: none"> <li>Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discolored sockets, damaged cables, and on/off switches are promptly reported. Any faulty equipment is taken out of use.</li> <li>PAT in place.</li> <li>Sockets are not overloaded.</li> <li>EICR is in place for the building, in a satisfactory condition.</li> <li>RCD in place.</li> <li>Equipment used outdoors or in wet conditions must have the correct IP rating.</li> <li>Outside sockets located in an area where risk of damage is low.</li> <li>Insert further controls as required.</li> </ul>								

**NOTE:** See guidance notes before completing this Risk Assessment

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Threat of Violence / Verbal Abuse						<ul style="list-style-type: none"> <li>• SIA registered door staff will be employed (where required) in sufficient numbers.</li> <li>• Staff know how to manage difficult customers and avoid confrontation. Training has been provided.</li> <li>• Staff do not serve drinks to intoxicated customers.</li> <li>• Abusive customers will not be tolerated, staff are encouraged to report any incidents.</li> <li>• Challenge 25 in place.</li> <li>• Staff monitor behaviors.</li> <li>• Glasses collected regularly.</li> <li>• All incidents are recorded.</li> <li>• CCTV in place.</li> <li>• All staff finish and leave the premises together.</li> <li>• Arrangements are in place to make sure all staff have a safe means to get home.</li> <li>• Lone working is not completed.</li> <li>• Insert further controls as required.</li> </ul>								
Contact with Bodily Fluids						<ul style="list-style-type: none"> <li>• Spills are cleaned up immediately.</li> <li>• Spill kits are available. Staff are trained.</li> <li>• Disposable PPE (gloves, eye protection &amp; aprons) are available.</li> <li>• Staff are informed that any cuts or grazes must be covered with a waterproof plaster.</li> <li>• Staff are instructed to wash hands after clean-up and never eat, drink or smoke without doing so.</li> <li>• Water, mild skin cleansers and paper towels are provided.</li> <li>• The area is left clean and disinfected after clean-up.</li> <li>• Carpets and impervious surfaces are thoroughly cleaned using carpet cleaners or other such equipment.</li> <li>• Insert further controls as required.</li> </ul>								

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Slips & Trips						<ul style="list-style-type: none"> <li>• Opening and closing checks in place.</li> <li>• Walkways are kept clear of obstructions.</li> <li>• Drainage channels and drip trays are provided.</li> <li>• Bar areas are kept tidy and bottles / glasses are suitably stored and not causing any obstructions.</li> <li>• Staff clean up spillages immediately and leave the floor dry. Suitable equipment is in place to mop-up.</li> <li>• Additional precautions are in place for high-risk areas, such as ice machines.</li> <li>• Carpets are firmly secured with no lips.</li> <li>• Doormats are placed at entrances in wet weather.</li> <li>• Wet floor signs are used as required.</li> <li>• Changes in the flooring level, e.g., steps, are clearly highlighted.</li> <li>• Handrails are in place of steps / slops / changes in level.</li> <li>• Cables are routed or covers are used to prevent the risk from trailing cables.</li> <li>• The area is inspected before and during the event to ensure there are no slip / trip risks.</li> <li>• Cleaning is completed when closed.</li> <li>• All staff wear appropriate footwear.</li> <li>• Insert further controls as required.</li> </ul>			2	2	4	M
TV / Screen Seating						<ul style="list-style-type: none"> <li>• TV screens / projectors are set-up as per the manufacturers recommendations.</li> <li>• Tables and chairs are positioned on stable level flooring.</li> <li>• All furniture is in sound condition, with further checks for damage when cleaning.</li> <li>• Gazebos are set up and secured as per the manufacturer's instructions, wind / weather conditions monitored.</li> <li>• Insert further controls as required.</li> </ul>						

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Glass Breakage						<ul style="list-style-type: none"> <li>• Only trained and authorised staff will clear up broken glass and safely dispose of it using the safe system of work.</li> <li>• The area immediately around the broken glass will be secured. Broken glass is cleaned up immediately.</li> <li>• Broken glass is not to be handled by hand. If glass must be handled by hand, wear cut-resistant gloves.</li> <li>• Large pieces of glass will be swept using a dustpan and brush.</li> <li>• The area should be thoroughly swept and vacuumed.</li> <li>• All broken glass must be disposed of in designated glass bins.</li> <li>• If a damaged glass is noticed, staff do not pour it into a fresh glass, the whole drink is replaced.</li> <li>• Chipped, cracked or broken glasses will not be thrown into bins with plastic liners; damaged glasses must be put into the glass breakages bin.</li> <li>• Insert further controls as required.</li> </ul>								
Glass Breakage (near food and drink)						<ul style="list-style-type: none"> <li>• If there is a glass breakage in a food area, the manager is informed, any food in the vicinity is discarded, the area fully cleaned and then checked prior to work recommencing.</li> <li>• Glass containers, bowls, bottles are avoided in the kitchen and food preparation areas.</li> <li>• Glass breakage incidents must be recorded including what was broken, location and details of the drink / food that was discarded as a result.</li> <li>• Insert further controls as required.</li> </ul>								

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Bain Marie and Hot Food Service						<ul style="list-style-type: none"> <li>• Equipment used in accordance with the operators manual / instructions.</li> <li>• Equipment located in an accessible area so that staff / customers can use them without over-reaching.</li> <li>• Serving utensils do not project over the edge of containers.</li> <li>• Utensils with heat resistant handles to be provided for customer self-serve.</li> <li>• Cables are secured to prevent trip hazards.</li> <li>• Equipment is placed securely on stable, even flooring, free from slips and trips.</li> <li>• Equipment is turned off when serving is completed.</li> <li>• Bain-marie is filled with water up to the line and not under - or over-filled.</li> <li>• Water heated equipment is regularly checked to ensure it does not run dry.</li> <li>• Water is emptied only when cool.</li> <li>• Warning signs indicating hot surfaces where appropriate.</li> <li>• Insert further controls as required.</li> </ul>								
Handling Food / Cooking Activities						<ul style="list-style-type: none"> <li>• Cooking is limited to oven, hobs and griddle (no frying).</li> <li>• The business is a registered food business.</li> <li>• Food safety management procedures in place (safer food better business).</li> <li>• Staff are appropriately trained in food hygiene and allergens.</li> <li>• Allergen information provided to customers.</li> <li>• Separate kitchen risk assessment in place.</li> <li>• Insert further controls as required.</li> </ul>								

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Use of Knives						<ul style="list-style-type: none"> <li>• All staff are trained in the selection and use of knives.</li> <li>• Safe system of work in place.</li> <li>• Knives are stored on a wall-mounted magnetic strip / knife block and not in a drawer unsheathed.</li> <li>• Knives are kept sharp.</li> <li>• Knives are not left unattended on work surfaces where they can be knocked off, or in the sink / pots of water where they can go unnoticed.</li> <li>• Knives are washed separately.</li> <li>• Insert further controls as required.</li> </ul>						
Oven / Range & Gas Appliances						<ul style="list-style-type: none"> <li>• Inspection and service carried out by Gas Safe registered engineer every 12 months.</li> <li>• Staff know where the main isolation is and how to turn supply off in an emergency.</li> <li>• Gas interlock system in place, maintained as per the manufacturers' guidance.</li> <li>• Flame failure safety device fitted.</li> <li>• All staff are trained and competent to use the equipment.</li> <li>• Oven gloves provided and worn.</li> <li>• Insert further controls as required.</li> </ul>						

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CO <sup>2</sup> & Nitrogen						<ul style="list-style-type: none"> <li>• Only trained and authorised staff change cylinders.</li> <li>• Safe system of work in place.</li> <li>• Numbers of cylinders kept to a minimum.</li> <li>• A CO2 alarm is installed and regularly maintained.</li> <li>• All staff are aware of the procedures should the alarm activate.</li> <li>• Daily checks in place on the equipment.</li> <li>• Gas cylinders are kept to an absolute minimum and only obtained from reputable suppliers.</li> <li>• Stored chained with the valves closed and in a dry area away from heat sources.</li> <li>• Insert further controls as required.</li> </ul>						
Pressurized Equipment						<ul style="list-style-type: none"> <li>• All pressure systems are subject to the required inspection regime (as required under PSSR 200).</li> <li>• All staff are trained in its safe use, operating limits and what action to take if damaged / leaking.</li> <li>• Insert further controls as required.</li> </ul>						

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Manual Handling						<ul style="list-style-type: none"> <li>Trolleys and sack trucks are available and used wherever possible for moving heavy loads.</li> <li>Staff are trained in manual handling techniques, including how to safely handle / roll casks / kegs.</li> <li>Deliveries are off loaded in a location to reduce handling / carrying.</li> <li>Products are dropped near the point of use where possible to avoid double-handling.</li> <li>Safety knives (retractable blades) used for opening packs.</li> <li>Insert further controls as required.</li> </ul>						
Work at Height						<ul style="list-style-type: none"> <li>Work at height is limited; infrequent use of stepladder (short duration).</li> <li>All staff are trained on how to safely use the equipment.</li> <li>Stepladders are inspected before use and subject to management checks.</li> <li>Stepladders are fit for purpose and supplied to the correct standard.</li> <li>Cellar is at ground level.</li> <li>Insert further controls as required.</li> </ul>						
Deliveries						<ul style="list-style-type: none"> <li>Deliveries are completed before opening.</li> <li>Delivery areas are cleared of any pedestrians.</li> <li>A one-way system is in place to avoid drivers having to reverse.</li> <li>Delivery area is a large open area with no blind spots.</li> <li>There is a high-visibility waistcoat available for staff to wear</li> <li>Insert further controls as required.</li> </ul>						

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Fire Safety						<ul style="list-style-type: none"> <li>• A fire risk assessment is in place.</li> <li>• Maximum numbers have been estimated, ticket sales in place to ensure these are maintained.</li> <li>• Fire safety checks are in place completed before the event / daily.</li> <li>• Emergency plans are in place with roles allocated.</li> <li>• No pyrotechnics, naked flames, fireworks or special effects will be used.</li> <li>• Designated smoking area provided (metal receptable with lid for waste).</li> <li>• A check is made at closing to ensure all materials are extinguished.</li> <li>• The same rules apply to vaping.</li> <li>• A sufficient number of trained fire marshals are available.</li> <li>• Fire exits are clearly marked and well-lit.</li> <li>• Emergency lighting in place and tested.</li> <li>• Insert additional controls as required.</li> </ul>									
Noise						<ul style="list-style-type: none"> <li>• Noise output is limited to the football only.</li> <li>• Speakers are positioned to reduce noise levels at the bar.</li> <li>• A separate noise assessment will be completed if noise levels are likely to reach 80dB with further controls implemented as required. Guidance in HSG260 will be followed.</li> <li>• Insert further controls as required.</li> </ul>									
Car Parking						<ul style="list-style-type: none"> <li>• Speed limit is 5mph, signage in place.</li> <li>• Clear maintained parking bays.</li> <li>• Adequate parking for the numbers expected.</li> <li>• No pot holes in the car park, the ground is in good condition.</li> <li>• Flood lighting in place.</li> <li>• CCTV in place.</li> <li>• Insert further controls as required.</li> </ul>									

Every effort has been made by JSV Events Ltd to ensure that the information given is accurate and not misleading, however we cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such information. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

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First Aid						<ul style="list-style-type: none"> <li>• A first aid needs risk assessment has been completed.</li> <li>• An appointed person is in place.</li> <li>• Adequate first aid supplies / equipment is in place.</li> <li>• An accident book is in place.</li> <li>• Insert further controls as required.</li> </ul>						
Legionella						<ul style="list-style-type: none"> <li>• A Legionella risk assessment has been completed with controls implemented as required.</li> <li>• Records are in place and retained.</li> <li>• Insert further controls as required.</li> </ul>						
Contact with Chemicals						<ul style="list-style-type: none"> <li>• Where possible, harmful cleaning products are avoided and milder alternatives are used instead.</li> <li>• Mops, brushes and protective gloves are provided and used.</li> <li>• Products are used in accordance with the COSHH assessment.</li> <li>• PPE is used when appropriate. Gloves provided for handwashing.</li> <li>• Dishwasher is used as much as possible to avoid handwashing.</li> <li>• Hand cream is provided to moisturize hands.</li> <li>• A safe system of work is in place for line cleaning, with suitable PPE supplied.</li> <li>• Insert further controls as required.</li> </ul>						
Theft						<ul style="list-style-type: none"> <li>• Card payments account for most purchases.</li> <li>• Cashing up is done regularly and out of customers' sight.</li> <li>• Safe provided.</li> <li>• Insert further controls as required.</li> </ul>						

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Use of Contractors						<ul style="list-style-type: none"> <li>All contractors will be vetted to ensure they have the necessary skills / competency, appropriate health and safety documentation and insurances in place.</li> <li>Insert additional controls as required.</li> </ul>								
Young Workers						<ul style="list-style-type: none"> <li>Working hours, work times, breaks and rest periods will comply with legal requirements.</li> <li>Permits will be completed as required.</li> <li>Strict supervision and specific (limited duties) are place for the young worker, a separate risk assessment in place for young workers.</li> <li>Insert further controls as required.</li> </ul>								

**GUIDANCE NOTES**

R = RISK

SEVERITY x PROBABILITY = RISK

S = SEVERITY

P=PROBABILITY

RR = RISK RATING, High, Medium or Low

RISK	SEVERITY
1-3 = Low	1 = Slight
4-6 = Medium	2 = Serious
7-9 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	LOW	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review).
7-9	HIGH	<b>Do not</b> allow work to start and review working practices <b>Immediately</b> . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review).

I.D	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Person Responsible

**Additional Comments**

1. This Risk Assessment needs to be discussed with the employees and volunteers before they operate the plant / equipment on site to ensure compliance with all control measures through their understanding.
2. Employees and volunteers are to sign an acknowledgement sheet for their understanding of this Risk Assessment
3. The Risk Assessment is to be reviewed on an annual basis or sooner if changes are made to the plant or working practices or after an accident / near miss.
4. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document.

<b>Assessors 1 Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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<b>Assessors 2 Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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The named employees below have been briefed on this Risk Assessment and the relevant Method statement for the task / operation to be undertaken

The following items were covered (insert / delete as required):

- |                                          |          |
|------------------------------------------|----------|
| 1. Risk Assessment                       | YES / NO |
| 2. Method Statements                     | YES / NO |
| 3. Plant information / manuals           | YES / NO |
| 4. Training / License requirements.      | YES / NO |
| 5. General site safety Rules             | YES / NO |
| 6. COSHH                                 | YES / NO |
| 7. Manual Handling                       | YES / NO |
| 8. Personal Hygiene                      | YES / NO |
| 9. Personal Protection Equipment         | YES / NO |
| 12. Exposure to microorganisms           | YES / NO |
| 13. Vehicle movement and traffic routes  | YES / NO |
| 14. Occupational Health Noise            | YES / NO |
| 15. Environmental / Spillage & Recycling | YES / NO |

<b>Briefing undertaken by:</b>	<b>Name:</b>	<b>Sign:</b>	<b>Date:</b>
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<b>Position</b>	
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