

Risk Assessment- ENGLISH HERITAGE BUILDINGS

Date prepared	26.8.2020
Venue	TBC
Event Date / Info	TBC
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Risk Assessment Matrix

L i k e l i h o o d	Severity					
	Multiple Death 10	Single Death 8	Major Injury 6	3 Day Injury 4	Minor Injury 2	None 1
Certain 10	100	80	60	40	20	10
Very Likely 8	80	64	48	32	16	8
Probable 6	60	28	36	24	12	6
Possible 4	40	32	24	16	8	4
Unlikely 2	20	16	12	8	4	2
Very Unlikely 1	10	8	6	4	2	1

100	Level of risk is unacceptable.
24	Level of risk may be tolerable. Seek to reduce level of risk.
12	Level of risk is acceptable.

Definition of Likelihood Classes

Certain 10	Has happened before and is expected to happen on this occasion.
Very Likely 8	Has happened before and is likely to happen on this occasion.
Probable 6	Has been known to occur before and is likely to happen on this occasion.
Possible 4	Has been known to occur before and it may happen on this occasion.
Unlikely 2	Has been known to happen before but no reason to suggest that it will happen on this occasion.
Risk Assessment be distributed to all team members	

Activity	Hazards	Danger to	Severity Rating	Likelihood Rating	Risk Rating	Actions to Prevent Risk
Unloading of Vans	Tripping, breakages, damage To exhibition goods	Public staff and venue	2	2	2	All vehicles will be driven onto site at very low speed with hazard lights flashing. Guidance given by other crewmembers while reversing / maneuvering into place. Unloading to be careful and slow, using trolleys whenever possible
Delivery in of flowers, vases candelabra, , and battery candles	Danger of broken vases, and or damage to flowers	Public, staff & venue	2	2	2	Two people with each arrangement, no one to be left without a guide, all vases to be transported with minimal water, emptied before entry to venues All staff to have seen AAF full RAMS before event, Meeting held with staff to ensure all aware of difficulties of entry and exit
Removal of goods and services, after event	Tripping, confusion, Breakages and trip hazards around other exhibitors	Staff and venue	2	2	2	Get out to be organized before event with clear order of removal. Staff to be made aware of the precious nature of building and floors
Loading of vans	Tripping, breakages	Public staff and venue	2	2	2	All vehicles will be driven onto site at very low speed with hazard lights flashing. Guidance given by other crewmembers while reversing / maneuvering into place. No rubbish to be left on site