**Special Event – Risk Assessment Questionnaire**

**Please use this form to assess the possible risks and mitigation for your event. Then contact Risk Management for assistance –** **Insurance@sonoma-county.org**

A Special Event can be any event that occurs outside the day-to-day operations of your Department. Examples of Special Events include, but are not limited to: fundraisers, program graduations, employee events, political events, and conferences. As the event organizer your Department is responsible for the identification and management of potential risks.

Event organizers can effectively manage risks by anticipating, understanding and making decisions during the event planning process to reduce and control the identified risks. This process is called Risk Management - and in order to know what risks need to be managed, a risk assessment should be conducted. A risk assessment is the process of identifying and determining the probability of a harmful effect to persons or property.

Ensuring a safe and successful event involves preparation and planning. It is important to remember that Event sites and activities are considered to be places of work and there may be safety requirements that event organizers need to be aware of and adhere to. For example, will your Event be held outside in the summer? If so, in addition to ensuring that the Event site is safe for the public, you will need to know the requirements for shade and water for your staff working at the Event.

**General Information**

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and Hours of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Organizers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose/Business Need: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Property \_\_ Yes \_\_ No

Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Considerations:**

* Special Event Insurance: Based on the location of the event and identification of potential risks Special Event insurance may be necessary.
* Waiver of liability/hold harmless forms: In some cases, attendees/participants may be asked to sign a waiver of liability/hold harmless agreement.
* Employee considerations – voluntary after hours work related events: An employee injury at a work related event where the attendance is voluntary would most likely NOT be covered by workers’ compensation. However, a supervisor’s report of injury should be filed with Risk Management. The final determination is made by the Workers’ Compensation insurer.

**Identifying Potential Risks/Hazards**

The following checklist can help you prepare for your event. The checklist is not all-inclusive, but can be used as a starting point during the event planning process. Identify all issues which require action or consideration, then list those in the “Actions to Reduce Risk” form on the next page.

|  |  |
| --- | --- |
| **Description** | **Action Required?** |
| Participant Safety  | [ ]  |
| First Aid - Emergency Response | [ ]  |
| Event Set Up and Take Down  | [ ]  |
| Excessive Noise (potential complaints) | [ ]  |
| Environmental Release (air, water, hazardous waste, etc.) | [ ]  |
| Security Concerns | [ ]  |
| Potential Communication Problems During Event (general or emergency) | [ ]  |
| Weather Contingencies | [ ]  |
| Property Protection | [ ]  |
| Alcohol Consumption | [ ]  |
| Other Special Risks Posed by Vendors | [ ]  |
| Electrical/Infrastructure Requirements | [ ]  |
| Unusual Accommodation Requirements / Americans with Disabilities Act | [ ]  |
| Parking/Transportation to and from Event | [ ]  |
| Permit Requirements | [ ]  |
| Uneven walkways, unmarked paths. | [ ]  |
| Event cancellation | [ ]  |
| Hazardous Materials | [ ]  |
| Room Capacity – Life Safety | [ ]  |
| Media Attention/Public Relations Issues | [ ]  |
| Minors Involved as Participants | [ ]  |

**Actions to Reduce Risk**

For each potential risk identified above, identify practical measures you can put in place to eliminate or reduce the likelihood of an incident. (The form is pre-populated with examples – add or delete rows as necessary for your specific event)

| **Potential Risk** | **Action(s)** | **Responsibility** |
| --- | --- | --- |
| Potential injuries to pubic or event property | Request insurance requirements from Event vendor; review requirements with County Risk Management to determine if additional Special Event Coverage is needed.  | Event Coordinator |
| Loading and set up of Event equipment and supplies | Pre-event safety training reminders on safe lifting, provide all staff with appropriate PPE, provide equipment such as hand carts and dollies to move heavy equipment. | Department Safety Coordinator |
| Weather Contingencies – Summer Event | Review OSHA shade and water requirements for staff; provide sufficient shade for attendees | Department Safety Coordinator and site supervisor |
| Slips, trips and falls due to uneven ground or age of event infrastructure | Block access to unused areas of the event location; Ensure clear signage; use cones or other equipment to mark paths, Keep pedestrian walkways clear. | Assign site supervisor(s) for the event |

**Risk Reduction Methods**

**Elimination:** Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. If this is not practical, then substitute.

**Substitution:** Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. If this is not practical, then engineer.

**Engineer:** Change the equipment, introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. If this is not practical, then isolate.

**Isolate:** Separate or isolate the hazard or equipment from people by relocation or by changing the operation. If this is not practical, then administer.

**Administer:** Design and communicate written or verbal procedures that prevent the hazard from occurring. If this is not practical, then PPE.

**Personal Protective Equipment (PPE):** Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that PPE is fitted, used and maintained appropriately.