

Event Risk Assessment Form

Event Name: Stickford Jubilee Party	Date: 4 th June 2022	Venue: Church Road Stickford
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HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

(1) Activity / Area of Concern <small>ie: what is taking place as part of the event?</small>	(2) Hazards Identified <small>ie: what can cause harm?</small>	(3) Persons at Risk <small>ie: who could be harmed by the hazard?</small>	(4) Current Risk Factor (high, medium or low) <small>ie: determine the level of risk</small>	(5) Actions to be Taken to Minimize each Risk <small>ie: what action can you take to lower the level of risk</small>	(6) New Risk Factor (high, medium or low) <small>ie: risk factor after action taken to minimize the risk</small>
SITE	MANAGEMENT:-				
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Entrance / exit constructed to allow easy access for disabled people. Entry supervised .	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; P.A. system (essential for large events); and how the emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	Provide adequate First Aid cover. (NB 2 is the minimum number of First Aiders for an event) Number of qualified First Aiders to be present for event = 2	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified “lost children” point. Identifiable marshals. PA system in place (essential for large events).	Medium

Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present at site for numbers attending Provide portaloos as necessary OR Use public toilets on site.	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	Designated signed parking areas. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place. Car parking supervised by identifiable marshals wearing high visibility jackets carrying mobile radio to summon assistance from Control. First Aiders and ambulance on site. Specially designated area for disabled parking. Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions	Low

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	<p>Compulsory legal requirement: event organiser <u>must</u> have a Fire Risk Assessment for their event which must include:</p> <ul style="list-style-type: none"> - Identifying combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition on the area being used - Checking that the fire would be detected in a reasonable time and people warned - Checking that people including persons with disabilities who may be in the building/marquee/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; & that suitably trained people are available to operate any fire extinguishers <p>For large or high risk events – notify Fire Service For large or high risk events - roads/emergency exits patrolled and kept clear by identifiable fire marshals carrying mobile radios to summon assistance from Control. For small or low risk events – ensure roads/emergency exits are kept clear at all times All events – system available to broadcast any evacuation instructions (small events – person shouting or using megaphone or gong etc; large events – Public Address system)</p>	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	You must describe here what you intend to do in the event of very wet weather on the day or day before, eg: cancel the event; prohibit parking on the grass if you were planning to do so; etc	Low

Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	<p>Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled or postponed by the event organiser due the risks involved.</p> <p>When planning the event, situate elements of the event as far away as practicable from trees wherever possible</p>	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	<p>Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Borrow litter picking tools in advance from Parks if necessary Obtain black bags at own expense</p> <p>Remove bags of collected litter from site OR Request Parks to remove bags of collected litter from site on next working day (ask re costs)</p>	Low
Use of companies/operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	<p>You must ensure that you obtain all operator's risk assessments and safe working practices, and check through them to ensure they are adequate. (The Council do not need to see them, but is important that you do so as event organiser.)</p> <p><i>Please leave this section in the Risk Assessment to show that you will be complying with this requirement.</i></p>	Low

Working with children	Ensuring children are protected	Children / people working with children	Medium	You must ensure that if any supervisors, volunteers, operators, or marshals at your event will be working one to one with children or in a situation where there is only one adult with a child/children for any duration of time, that they are Criminal Records Bureau checked. This is the responsibility of the event organizer.	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with radio system. Marshals to be fully briefed prior to event. Organiser of event must have trained/experienced marshals wherever controlling entry to an event, as this causes potential conflict.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible , ensure all vehicles are on site before the event.	Low
ACTIVITIES:-					

Face Painting	Allergy to paints	Members of the public - children	Medium	<p>Erect sign: If child has allergy / skin condition then must not have face painted. Staff to ensure all parents/guardians sign form re no allergy/giving permission</p> <p>Must have Public Liability Insurance for £5m cover – copy to be provided.</p>	Low
Catering – food / drink	Food poisoning	Members of the public	Medium	<p>Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc.</p> <p>Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used.</p> <p>Catering outlets must be located away from entry or exit points</p> <p>Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc</p> <p>Fire extinguishers mandatory in all catering units.</p>	Low
	Allergic reaction	Members of the public – especially children	Medium		Low
	Fire	Staff / members of the public	Medium		Low

Dog show	Uneven ground	Competitors / dogs	Low	Check for ruts or holes prior to event, fill in if required	Low
	Dog health / injuries	Dogs	Low	Have veterinarian on call. Have quarantined area with dog first aid equipment. LBC Parks inform dog warden of dog shows, may attend	Low
	Heat exhaustion	Competitors / dogs	Medium	Ensure water available on site & signposted	Low
	Dog faeces	Competitors/ dogs / visitors / general public	Medium	Ensure all faeces immediately collected and placed in refuse sacks. Ensure removed from site	Low
	Tripping over dog show rings	Members of the public / competitors	Medium	Wrap hazard tape around rings. Provide 24 hour security.	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution. Provide to the PC & Events Manager the name of a nominated noise control person and their mobile telephone number;	Low
Bright lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots Members of the public	Medium	Ensure that the Civil Aviation Authority's document CAP 736 "Guide for the operation of lasers, searchlights and fireworks in UK airspace" is fully complied with (document available on the CAA website)	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) Lesley Reeson

Organisation: Stickford Parish Council Position: Chairman