

Event Risk Assessment Form

Event Name:	Stickford Coronation Party	Date:	6 th May 2023	Venue :	Stickford Village
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HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
<u>SITE</u>	<u>MANAGEMENT:-</u>				
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 by volunteers	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 if required.	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified “lost children” point. Identifiable marshals. PA system.	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. 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	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)	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	prohibit parking on the grass	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	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. When planning the event, situate elements of the event as far away as practicable from trees wherever possible	Low

Litter	Litter or other debris generated by event	(Complaints from) Members of the public	Medium	<p>Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event</p> <p>Borrow litter picking tools</p> <p>Obtain black bags</p> <p>Remove bags of collected litter from site</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	<p>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.</p>	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	<p>PA system in place.</p> <p>Appropriate number of volunteers.</p>	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 a minimum. 5 mph speed limit.	Low
ACTIVITIES:-					
Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc.	Low
				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.	
	Allergic reaction	Members of the public – especially children	Medium	Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
Fire	Staff / members of the public	Medium	Fire extinguishers mandatory in all catering units.	Low	
Games	Injury	Members of the public	Medium	Ensure children are supervised.	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.....

Signature:  Date: 4th May 2023.....