

# Sopley Festival Risk Assessment - 2019

<b>Name of Community Group:</b>	Sopley Parish Hall Management Committee	<b>Start Date of Event:</b>	13 <sup>th</sup> July 2019
<b>Name of Organiser:</b>	Caroline Paul	<b>Date of Assessment:</b>	4 <sup>th</sup> July 2019
<b>Name of Risk Assessor:</b>	John Eccles	<b>Date of Review:</b>	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	<p>Management of Safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Produce an Event Plan safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out.</p> <p>Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). If you hire equipment for the event from an outside body or organisation (e.g. toilets) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice - three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	Medium	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the event.</p> <p>Ensure that an additional Register of Borrowed Items is compiled showing all equipment to be used which is loaned to, but not owned by SPH. This register will be emailed to SPH Insurers so that they may ensure such items are covered for loss and damage, and the owners are protected against any third part liability claim.</p>	Low
2	<p>Slip, Trips and Falls</p> <p>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p>	Medium	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>	Low
3	<p>Physical Hazards present at site</p> <p>E.g. falling down steep slope or rabbit hole</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p>	<p>Organisers will to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.</p> <p>Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:</p> <ul style="list-style-type: none"> <li>▪ Highway or roadside areas without vehicle segregation (fencing)</li> </ul>	Medium	<p>Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)</p>	Low

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		Contractors	<ul style="list-style-type: none"> <li>Steep, slippery or unstable ground (including those with holes or excavations)</li> </ul>			
4	<p>Manual Handling</p> <p>E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.</p> <p>Volunteer should be informed of the dangers of manual handling and instructed to assess loads before handling.</p> <p>Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.</p> <p>Use individuals who have been trained in techniques or provide basic training in manual handling techniques.</p>	Medium	<p>Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> <li>Not to lift unless comfortable in doing so</li> <li>Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.</li> <li>Wherever possible, lift items with assistance rather than alone</li> </ul>	Low
5	<p>Weather Issues</p> <p>E.g. extremes of weather can cause injuries such as wind blown debris</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.</p> <p>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)</p> <p>Ensure there is an adequate supply of water to prevent dehydration.</p>	Medium	<p>Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)</p>	Low
6	<p>Equipment and Electrical Failure</p> <p>E.g. Injuries to those using or working on the equipment</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Ensure equipment is well maintained and in a good state of repair.</p> <p>Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the <u>PIPA</u> industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person)</p>	High	<p>Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements.</p> <p>Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.</p>	Low

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7	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests,  E.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public  Volunteers	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.  Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.	Low	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).  At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction	Low
8	First aid and Emergency Arrangements	Members of Public  Volunteers	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”.  Ensure that first aid provision is clearly signposted at the event.  Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	Medium	For large events catering for over 2500 people, the Emergency Planning Officer at NFDC should be notified. The officer can provide advice and guidance on planning and organising large events.	Low
9	Children and Young Persons  E.g. A young person taking unnecessary risks resulting in injury	Members of Public  Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons.  Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	Low	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	Low
10	Bouncy Castle	Members of Public  Volunteers	The Bouncy Castle organisers have carried out their own Risk Assessment, a copy of which will be displayed adjacent to the facility	Low	Care will be taken to ensure that the Bouncy Castle is adequately anchored to the ground, and that the facility will cease to operate if the wind is considered to be excessive.	Low
11	Fire Safety	Members of	Organiser to nominate a named ‘responsible person’ and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform	High	Inform non-employees, such as residents, temporary or contract	Low

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	E.g. Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands	Public Volunteers	<p>(Fire Safety) Order 2005.</p> <p>The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly.</p> <p>Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event.</p> <p>Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair</p>		<p>workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the event.</p> <p>The risk assessment should pay particular consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition such as pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the site, lone workers, unaccompanied children and young persons and those with a disability.</p>	
12	Crowd Management E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Volunteers	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>The Event Safety Guide states that for small events there should be at least two toilets.</p> <p>Ensure adequate access for wheelchair users and pushchairs is provided.</p> <p>Ensure that there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)</p>	Medium	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> <li>• All exits are unlocked;</li> <li>• Escape routes are clear;</li> <li>• Emergency lighting works;</li> <li>• Fire-fighting equipment and alarms are in full working order;</li> <li>• A PA system for use in emergencies can be heard clearly in all parts of the venue.</li> </ul>	Low

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13	Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	<p>Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information).</p> <p>The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate.</p> <p>Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.</p> <p>Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)</p>	Medium	<p>Ensure that special attention is made to areas such as:</p> <ul style="list-style-type: none"> <li>▪ Approach to the event (e.g. surrounding streets and/or land)</li> <li>▪ Entrances and exits</li> <li>▪ Arenas and stages</li> <li>▪ First aid areas</li> <li>▪ Catering areas</li> </ul>	Low