

**Ashurst Wood Village Council
RISK ASSESSMENT RECORD – Template**

Department:

Section:

Event:

Location:

Organised by: *Ashurst Wood Village Council*

	Activity/ Process/ Operation	What Hazards to Health and Safety exist?	What risks do these pose to employees and other persons? - Can these be AVOIDED?	Precautions Taken	Risk Level Indicator (Low, Med, High)	Are additional measures necessary? * (please specify)	Insurance
1.	Arrival at field/or village hall	Ground conditions	Slips, trips, falls, canine deposits	Ground conditions will be assessed before proceeding with event and full litter clearance undertaken to ensure no sharp objects on site, also to ensure all areas clear of canine deposits. Notices will be displayed in any vulnerable areas such as potentially wet floors.	Low	Full sweep of field before set-up begins. Litter pickers, gloves and bags/bins to be made available.	
2.	Site Set-Up	Vehicular access onto and exiting from site	Collisions between vehicles and pedestrians	Volunteers' vehicles will be kept well separated from pedestrians. Vehicles will be restricted to designated areas.	Low	Temporary fencing to be provided.	
3.	Site Set-Up	Setting up event site – marquee, bar, etc. (See 4 for stage)	Manual handling, slips, trips and falls, structural collapse, entanglement	All marquees will be open and of light construction, also various small gazebos/tents in use. Work will be undertaken by volunteers under instruction from experienced leader. Licensee responsible for bar set-up, including stillage and cask handling. Stallholders including food stall operators responsible for their own gazebo, etc.	Low	Layout to give appropriate separation between marquees and other installations, including the stage.	

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4.	Site Set-Up	Setting up event site – stage (see 3 for marquee, bar, etc.)	Manual handling, slips, trips and falls, structural collapse, entanglement	Stage provider responsible for installation of the stage and associated equipment in accordance with their method statement and risk assessment, in conjunction with the organisers. Stage is subject to maximum 40 mph wind speed. Committee/band responsible for music equipment set-up.	Low	Stage includes an anemometer (for measuring wind speed) and emergency and other information. Designated person to monitor the anemometer and evacuate stage if necessary.	Stage provider has given details of insurance cover, including public liability, also method statement, risk assessment, and instructions for dealing with wind hazards.
5.	Security when event not in progress	Interference with and damage to marquees, waste bins and other items left on the field <i>Adapt for Village Hall as applicable</i>	Crush injuries, slips, trips, falls, structural collapse, entanglement, damage	As some materials and equipment will be left on site overnight (Fri/Sat), the field will be attended overnight by responsible adults.	Low	Persons attending overnight will have contact details to gain assistance if necessary. The stage and bar to be taken down after the event and anything that can't be taken away, i.e. tables, to be put in pavilion and returned to stores on the following day.	
6.	Electrical Installations and Equipment <i>Adapt for Village Hall as applicable</i>	Electricity	Electrocution, electrical fire, tripping hazards	Power supplies to, and lighting in, marquees will be installed by qualified electrician. Level of power being drawn from power points at the pavilion will be checked by a qualified electrician. Generators will be protected to avoid danger of burning. Any leads will be elevated or covered where they cross walkways.	Low	Trailing leads from pavilion to bar and band to be elevated or, if this is not practicable, to be routed to avoid busy areas and to be covered to prevent tripping.	

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7.	Immediately before event opens and during the event	Site check for hazards	Slips, trips, falls, sharps, canine deposits	<p>Ground will be inspected prior to event and any holes filled in or cordoned off.</p> <p>Full check for hazards arising from set up will be made, and any remedial action taken to ensure a safe environment.</p> <p>On-going monitoring by nominated person for duration of event.</p>	Low	<p>Locations of goalposts may require additional protection.</p> <p>Regular checks to be made during event.</p> <p>Litter pickers, gloves and bags/bins to be made available.</p>	
8.	Immediately before event opens and during the event	Stallholders' and other participants' parking	Collision with other vehicles or pedestrians	<p>Vehicle access to field for set-up, deliveries etc. will not be permitted during public opening times.</p> <p>During public opening times vehicles will be confined to the public parking area, except under special arrangement with the organisers.</p>	Low	<p>Stallholders' and other vehicles to be cleared from the field by 11 30, unless previously agreed with the organisers to remain for the duration of the event.</p> <p>Access for vehicles into the event area to be kept to an absolute minimum and, if movements are specially permitted they will be accompanied and controlled by a minimum of two event stewards.</p>	
9.	Immediately before event opens and during the event	Visitor car parking	Collision with other vehicles or pedestrians	Visitor car parking restricted to area shown on site plan. This will be cordoned off with secure temporary fencing.	Low	If necessary, parking control to be carried out by event stewards (wearing yellow high visibility vests).	
10.	Immediately before event opens and during the event	Traffic issues on the road/entrance	Collision with other vehicles or pedestrians	Temporary warning signs to slow traffic, and direction signs, will be displayed throughout the event.	Low	If necessary, traffic control to be carried out by event stewards (wearing yellow high visibility vests).	

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11.	Immediately before event opens and during the event	Overcrowding on site	Crush injuries, slips, trips, falls, behaviour issues	Site will be continuously monitored and event will be closed if overcrowding occurs.	Low	Event Closure Procedure (see Annexe) to be initiated if required. See 19 regarding unruly/antisocial behaviour.	
12.	Event in Operation	Public entry to site	Crowd control; site security	Pedestrian access to site through two clearly signed entrances, which will be staffed as necessary during the event.	Low		
13.	Event in Operation	Access to non-public areas of site	Crowd control; site security	Non-public areas (e.g. behind the bar/BBQ) will be taped off as necessary to prevent access.	Low		
14.	Event in Operation	Child safety	Loss of children on field	The programme will contain information for parents of lost children. See Annexe for the event's Lost Child Policy.	Low	All stewards to be briefed on the Policy, and it shall be displayed in the Pavilion.	
15.	Event in Operation	Structural failure/collapse of marquees	Crush injuries, slips, trips and falls, entanglement	Marquees, gazebos etc. will be checked regularly throughout event. Pegs and guy ropes will be protected or highlighted with high visibility markings.	Low		
16.	Event in Operation <i>Adapt for Village Hall as applicable</i>	Fire	Burns, smoke inhalation	Fire extinguishers will be in place at the BBQ stall and in the pavilion, and evacuation routes will be kept clear at all times.	Low	All stewards to be briefed on locations of fire extinguishers. Event Closure Procedure (see Annexe) to be initiated if required.	

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17.	Event Activities <i>Copy of site layout to be attached.</i> <i>Adapt for Village Hall as applicable</i>	Stalls	Collisions, slips, trips and falls	Site layout designed and managed by Events Committee to minimise risk. Stallholders will be advised by a member of the Committee of any action they should take to reduce the risk of accidents after set up and before the event opens.	Low		
18.	Event Activities	Stalls	Throwing activities (e.g. 'Tin Can Alley'; duck shoot)	Will be set up and supervised to ensure that people are not permitted within the firing line of projectiles.		Depending on the nature of the projectiles, other measures may be needed (e.g. protective goggles, age limit). Arrangements to be approved by event organisers on the day.	

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19.	Event Activities <i>Adapt for Village Hall as applicable</i>	Unruly/antisocial behaviour	Injury to participants and others	<p>The licensed bar will be operated from a separate marquee by the licensee of a local pub who will be responsible for dealing with any hint of unruly/antisocial behaviour. He will close the bar in the event of such behaviour due to drinking. Any suspicion of underage drinking will be reported to the licensee.</p> <p>Stewards will be on hand to control access/egress to/from the licensed bar area, to warn any person who appears to be under 18 years of age and drinking alcohol and any person aiding and abetting such behaviour.</p> <p>Licensee to close bar in event of unruly/antisocial behaviour and to refuse to serve alcohol to any person who appears to have drunk to excess.</p> <p>Police will be called in the event of matters getting out of hand.</p>	Low	<p>Only 'plastic'-type glasses to be used.</p> <p>Stewards to be provided, with radio communication with key locations.</p> <p>Event Security Procedure (see Annexe) to be initiated if required.</p> <p>PSCO is aware of event and has been asked to patrol.</p>	
20.	Event Activities <i>Adapt for Village Hall as applicable</i>	Tug of war	Falls, muscular and other injuries	<p>Teams will be evenly matched as far as possible.</p> <p>Participants to assure organisers that they are medically fit to compete.</p>	Low	<p>Temporary fencing to be put up to separate spectators from participants. The event to be suitably controlled.</p>	
21.	Event Activities <i>Adapt for Village Hall as applicable</i>	Food stalls	Burns, food safety and hygiene	<p>Businesses operating food stalls will be responsible for safe set-up and operation.</p>	Low		Own Public Liability Insurance

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22.	Event Activities <i>Adapt for Village Hall as applicable (VH should be no inflatables)</i>	Inflatables - Mega Slide and Rodeo	Collisions, slips, trips and falls	Usage, including the numbers and ages of users, will be strictly controlled and supervised by the proprietor(s) to meet MSDC conditions.	Low	Proprietor(s) to install, and to provide information regarding inspections, operation and emergency action. Two supervisors to be on duty at all times, one to supervise the activity and one to control access/money.	Own Public Liability insurance
23.	Event Activities <i>Adapt for Village Hall as applicable</i>	Inflatables for Under-5s	Collisions, slips, trips and falls	Usage, including the numbers and ages of users, will be strictly controlled and supervised by the proprietor to meet MSDC conditions.	Low	Proprietor(s) to install, and to provide information regarding inspections, operation and emergency action. Two supervisors to be on duty at all times, one to supervise the activity and one to control access/money.	Public Liability insurance will be covered under Village Council's policy
24.	Event Activities <i>Adapt for Village Hall as applicable (NA for VH as would not have)</i>	All inflatables	Collapse in high/gusting winds	Proprietor(s) will install the equipment to acceptable safe standards. Activity will be closed if conditions dictate.	Medium	In the event of high/gusting winds, proprietor(s) to advise on closure of activity.	Public Liability insurance will be covered under Village Council's policy
25.	Event Activities <i>Adapt for Village Hall as applicable – see above</i>	Lighter than air balloons	Effects of gas Environmental considerations	Proprietor(s) will operate the equipment to acceptable safe standards, keeping gas supply away from users. Organisers to monitor if undue littering occurs, and stop the activity if necessary.	Low	Non-hazardous helium/air mix to be used.	Public Liability insurance will be covered under Village Council's policy

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26.	Entertainment	Music/dancing	Trips, slips and falls	<p>Music by live bands will be on a dedicated stage, and dancing will be in the area in front of the stage.</p> <p>Adequate lighting will be provided to ensure the safety of participants.</p> <p>No trailing leads will be permitted in area used for dancing.</p>	Low		
27.	General	Weather (see 4 for stage - wind measurement)	<p>Rain – increased risk of accidents due to slippery surfaces, and from electrical supplies. Also waterlogged/muddy parking area</p> <p>Wind – collapse of marquee.</p> <p>Sun and heat – heat stroke and dehydration, fainting etc.</p>	Organisers to monitor weather conditions and advise visitors accordingly. Event will be cancelled or closed early if conditions are considered dangerous. Marquees and pavilion available to provide shelter.	Low	<p>Event Closure Procedure (see Annexe) to be initiated if required.</p> <p>Ground conditions in the parking areas to be monitored as necessary.</p>	
28.	General <i>Adapt for Village Hall as applicable</i>	Toilet facilities	Collisions, slips, trips and falls	Three toilets available in pavilion including a disabled toilet with ramped access. Three portaloos with lighting and an outside urinal facility will also be provided.	Low	<p>Pavilion toilets to be designated for ladies and the portaloos for gents.</p> <p>Adequate supplies of paper/handtowels/soap to be available.</p> <p>Committee members will monitor regularly and clean/replenish as required.</p>	

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29.	Ground Conditions <i>Adapt for Village Hall as applicable</i>	Undulations, potholes, slippery surfaces	Slips, trips, falls	Event will be cancelled or closed early if conditions are considered dangerous. Ground will be inspected after event.	Low	Event Closure Procedure (see Annexe) to be initiated if required.	
30.	Accident/Incident Reporting <i>Adapt for Village Hall as applicable</i>		An MSDC Park Ranger may visit the site to monitor the event; they will make themselves known to key event personnel upon arrival	First Aider(s) will be provided, with ability to call emergency services if required. Any emergencies or accidents must be reported after the event to the Duty Park Ranger on 07710 939368 (weekend cover Sat a.m. only) or 08456 008670 (office hours).	Low	First Aider(s) to be available and First Aid kits are located in the pavilion, where rest facilities to be available. Emergency contact details can be obtained out of hours via the MSDC Switchboard; 01444 458166.	
31.	Site take-down <i>Adapt for Village Hall as applicable</i>	Vehicular access onto and exiting from site	Collisions between vehicles and pedestrians	Volunteers' vehicles will be kept separated from pedestrians.	Low		
32.	Site take-down <i>Adapt for Village Hall as applicable</i>	Dismantling event site – stalls, marquees, etc.	Manual handling, slips, trips and falls, structural collapse, entanglement	Stage provider responsible for take-down of the stage and associated equipment. Licensee responsible for bar take-down. Food stall providers responsible for stall take-down. Other take-down will be undertaken by volunteers under instruction from experienced leader.	Low	The bar to be taken down after the event and anything that can't be taken away, e.g. tables, to be put in pavilion and be returned to stores on the following day.	
33.	Vacating the Premises	Clearance of litter and waste	Manual handling	Committee responsible for clearance and removal of waste from the site. Large waste bins are being hired and will be removed by contractor after event.	Low		

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34.	Vacating the Premises <i>Adapt for Village Hall as applicable</i>	Ground repairs Security	Leaving the site in an unsafe condition. Not securing the premises	Committee responsible for all ground repairs as a result of their hire. Any observations will be reported to MSDC. Committee responsible for locking all access to the grounds and buildings to which they hold keys.	Low		

Annexe - Additional information.

Organisation and Communications

- Radio handsets will be held by the person-in-charge of the event (David Loveday), the event compère (Terry Sumner), the bar manager (Mark Pinch) and Caroline Leet.
- Caroline Leet will also hold dedicated mobile phone 07539 080344.
- The above named, and other stewards, will wear high visibility vests (pink or yellow; if directing traffic, a yellow vest shall be worn).

Event Security Procedure

- The event programme tells people that, if necessary, the event compère will make announcements which must be complied with.
- If unruly/antisocial behaviour threatens to become out of hand, there is a nominated person (Soraya Hosking – a former Metropolitan Police officer) who will be on site to give advice on the procedure to follow, and will be willing to step in and manage the situation as needed.
- If necessary the Event Closure Procedure shall be initiated.

Event Closure Procedure

- The event programme tells people that, if necessary, the event compère will make announcements which must be complied with.
- If because of overcrowding, bad weather, unruly/antisocial behaviour, fire, or other exceptional circumstance, it is necessary to consider closing the event (temporarily or permanently) the above named shall confer as quickly as possible and agree on a course of action.
- Depending on the circumstances, this could include any or all of the following:
 - immediate closure of the bar
 - immediate cessation of music
 - suspension of one or more event activities
 - controlled evacuation of the event area
- The event compère shall make appropriate announcements to direct visitors appropriately.
- The person-in-charge shall review the circumstances with the above named in case further action is needed, or to confirm that the event may be resumed.

Lost Child Policy

- If a lost child is reported, or comes to notice, the following shall apply:
 - The person reporting a lost child shall be directed to the stage area
 - A steward shall accompany a lost child to the stage area
 - The event compère shall make up to two appropriate announcements
 - If the parent/guardian/child does not come forward after two announcements, the above named shall confer by radio and the matter shall be reported immediately to the Police.