Event Risk Assessment

Event

Open Air Carol Service on the Nether Wallop Village Green.

Introduction

This risk Assessment is written and should be read in connection with the guidance provided to using the Village Green.

The risk assessment ensures that hazards and risks associated with the activities at the event, and over which the Village Green Team and Nether Wallop Parish Council (NWPC) can be expected to have control or influence, are identified and assessed and that the assessments are managed in accordance with the relevant legislation.

Requirements

The Health & Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
NWPC Insurance Policy

Responsibilities

It is the responsibility of the responsible person or delegated 3rd party to complete a Generic or Dynamic Risk Assessment for all activities which the Village Green Team can be expected to control or influence, prior to any activity taking place.

Note: There are two types of risk assessments carried out within the event.

Generic Risk Assessments - Written evaluation of risks that can be applied to common tasks. These assessments apply to predictable activities.

Dynamic Risk Assessments - Carried out prior to and during the event the dynamic risk assessment is a mental assessments of potential risk used when any delay would increase the risk of harm, or as an initial step in identifying significant risks. These assessments also apply to unpredictable activities or occurrences.

Procedure

A list of activities or equipment that could cause harm within the event is recorded in the risk assessment.
Evaluate these risks and decide if the existing precautions are adequate or if more should be done to either eliminate the risk or put into place control measures to reduce the risk.

Generic Risk Assessment

No	Hazard	Risk Group	Conseqences	Risk Evaluation	Control measures in place
1	Vehicles operating on site including site build and breakdown, unloading and loading	Staff Volunteers Contractors Trades Public	Being struck by a vehicle or vehicles colliding	2x2 Low	Staff and site management should be proactive in policing vehicles on site at all times during these periods, banks-man will be used for larger vehicles
2	Injury from collapse of temporary structures marquees etc	All	being trapped in structure	3x2 Medium	Tent Team to install structures to manufacturers instructions . Tents are lightweight and unlikely to cause injury if they collapse
3	Tripping and Falling Cables / portable seating / temporary structures / uneven ground / dancing	All	Injury that may lead to a person being immobile for a few days	3x3 Medium	all cables will be placed in areas where the public do not have direct access or covered. A sign where necessary indicating uneven ground. All guy ropes will be indicated and lit in the public areas. Lighting will be supplemented where necessary
4	Public order problems due to alcohol on site	All	Disorder leading to injury	2x3 Medium	Bar staff will be mindful of their responsibilities and will not serve anyone who appears to be drunk or under age. Drinking vessels will be plastic where usage may lead to additional hazards.
5	Noise	All	Temporary loss of hearing	2x1 Low	Noise levels will be set to appropriate limits and third party providers will be informed for maximum levels.

6	Emergency route blocked by parked vehicles	All	Delays in Emergency vehicles getting to site	4x1 Low	Parking will be clearly identified and staff will monitor emergency access routes, identify developing problems and use the on site communications to ensure emergency routes are maintained.
7	Food Hygiene	All	Sickness that may lead to longer term medical problems	3x2 Medium	Third party providers will be asked to demonstrate their relevant certificates. Private providers will be informed of the hygiene requirements.
8	Communications breakdown	All	Emergency plans fail	3x1 Low	All staff/volunteers will be briefed prior to the public arriving. During public events the attendees will be informed of the assembly points and actions to take in case of a communications breakdown.
9	Medical Emergency	All	Inability to treat an Injury or serve illness	4x1 Low	Staff and volunteers will be briefed as to how to summon support and what to do immediately in the event of a medical emergency
10	Fire	All	Injury to persons or destruction of property	4x1 Low	See Fire Risk Assessment

Fire Risk Assessment

The Fire Risk Assessment will look at five categories

1. Ignition Sources
2. Sources Of Fuel
3. Fire Detection and Warning
4. Fire Fighting Equipment and Facilities
5. Escape Routes

Levels of Risk

Each hazard will be examined and the risk will be classified by one of the following risk levels: also see Risk Matrix

Low

Medium

High

The level of risk associated with each individual hazard, is calculated based on the existing control measures that are implemented by the event. If the level of risk is still above the medium level, then further action will be proposed to reduce or eliminate the hazard and the new level of risk will be recorded based on the proposed actions being implemented by the event.

Generic Fire Risk Assessment

To ensure that both existing and proposed control measures within the Fire Risk Assessment are being implemented, to assess how effectively the risks are being controlled and to monitor significant changes on site that may affect existing fire precautions, it will be necessary to continually monitor the Fire Risk Assessment and where necessary revise.

No	Hazard	Risk Group	Conseqences	Risk Evaluation	Control measures in place
1	Mains electric	Staff Volunteers Contractors Trades Public	Electrocution or fault causing fire	4x1 Low	A competent and qualified electrician has been engaged for all electrical work
2	Cooking	All	Fire spreading to grass and other combustibles	3x2 Medium	Staff and others have been briefed on the fire hazards and methods of calling the emergency services. Adequate first aid firefighting equipment is available on site and staff/users will monitor for fire hazards during the event.
3	Combustible waste	All	Arson	4x2 Medium	Adequate bins will be provided, they will be emptied when full and removed to a safe place.
4	Occupancy/ Escape Routes	All	Crush incident	1x1 Low	The responsible person will monitor numbers. Access and egress routes will be clearly identified and staff and volunteers will be briefed to assist attendees to move safely to the assembly point. The Green is an open space so a crush incident is very unlikely

5	Fire	All	Loss of property and life	4x1 Low	Staff will be briefed to direct and brief on-coming emergency crews. Response times for the Fire Service from Stockbridge are 10 mins under normal road conditions.
6	Raising the alarm	All	smoke inhalation causing hospitalisation	4x1 Low	Staff will be briefed as to how the alarm will be raised and the actions to take. contingency plans will be considered in case of communications breakdown.
7	Evacuation	All	Serious injury	4x1 Low	Members of the public will be directed in an orderly manner to the assembly point.

Specific Risk Assessment

Users of the Green should be asked to consider the specific activities they intend to undertake and whilst fully considering the generic risk assessments, assess any specific risks created by these activities. They should document them here including the control measures they plan to put into place to manage the risks and in signing as the responsible person ensure these risks are controlled to match the risk evaluation.

No	Hazard	Risk Group	Conseqences	Risk Evaluation	Control measures in place
1	Ditch and foot bridge	All	Trip Hazard	2 x 3 Low	Marker tape on Foot Bridge. Area of Event Floodlit
2	Bar Kettle/Boiler	All	Burns or scalds from spills	3 x 2	Hot pot to be kept away from the front serving table. A clear safe path to be designated
3	Bar Bottles, Cans and Glasses	All	Cuts from broken glass bottles, Glasses and cans	2 x 2 Low	All used glass bottles and cans to be e stored in a plastic container positioned at the back of the bar away from the public. All drinks to be served in plastic cups so no glass risk

4	Cables from Electrical Distribution Board	All	Trip Hazard Electrical Shock	2 x 3 Medium	All members of the public to be kept away from the fuse board. Area will be cordoned off by tables and fuse board locked
5	Christmas Tree collapse or fall over	All	Trapping people or children underneath	2 x 2 Low	Christmas tree is in custom built hole in concrete so it is unlikely to fall over. Tree is small enough to be quickly manhandled away if there is a problem
6	Children getting lost	Children	Anxiety!?	2 x 2 Low	Announcement from the PA as to where to meet - can be heard across the Green. Area well known to participants

Notes for Public Briefing

To comply with this Risk assessment the following needs to be covered:

Say where the assembly point is if the site needs to be evecuated
Use of Bins for used cups and where located
Location of 1st Aid Box
Ask every one to Keep away from the Electrical Distribution box and connections to the Tent
Ask parents to ensure that they keep an eye on their Children

Taking responsibility for your event

I have read and understand the responsibilities of this event management plan, should circumstances change during the event period, I shall add control measures or seek further advise from a suitably qualified and experienced person to resolve the issue(s) and update this document

Responsible person:

Signature ..... Date.....21/02/2019

Risk Matrix

The methodology used in this risk assessment is a combination of quantitative risk assessment (numerically assessing probabilities and consequences)

NUMERICAL RISK EVALUATION

Risk = Hazard Severity x Likelihood of Occurrence

HAZARD SEVERITY MEASURED ON A SCALE OF 1 TO 5

1	**Nil**	Trivial or insignificant harm to persons, property or business activities
2	**Slight**	Causing minor harm allowing work activities to continue
3	**Moderate**	More serious capable of resulting in 3 days or more off work for one or more individuals, or property damage resulting in a temporary interruption to business activities with some financial loss.
4	**High**	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.
5	**Very High**	Multiple fatality and or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.

LIKELIHOOD OF OCCURRENCE ON A SCALE OF 1 TO 5

1	**Not Likely**	There is no real likelihood of it occurring
2	**Possible**	Possible occurrence, but potential is minimal
3	**Quite Possible**	Incident will only happen if several factors are present

4	**Likely**	Regular incidents occur, but no injury. May result in injury with additional factors introduced
5	**Very Likely**	Almost 100% certainty that an incident will occur or it is a common occurrence

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results). However, it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX

POTENTIAL SEVERITY

LIKELIHOOD	1	2	3	4	5
1	2	3	4	5	
2	4	6	8	10	
3	6	9	12	15	
4	8	12	16	20	
5	10	15	20	25	

1-5 Low Risk	Tolerable	Little or No action required
6-9 Medium Risk	Unacceptable	Some action required Monitor During the Event
10-25 High Risk	Unacceptable	Urgent action required Stop process: Compensatory measures/ new procedures must be put in place within 24 hrs. Resolving the issue may take longer but must be in hand.(you may need to consider removing people from the risk area whilst you assess the risk of harm)