

Event Risk Assessment Form

Event Name:	Memorial Match & Charity Day	Date:	25/05/2024	Venue:	The Woodside, Bolnore Village
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(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 / vendors	Medium	Entrance / exit constructed to allow easy access for disabled people. Catering outlets must be located away from entry or exit points. Separate parking for vendors.	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.	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	Provide adequate First Aid cover.	Low
Care of children	Lost children	Members of the public – children	Medium	Clearly identified “lost children” point. Identifiable marshals. PA system in place.	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present at site for numbers attending. Use of 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. 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 - Ensure roads/emergency exits are kept clear at all times 	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	Medium	<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	Medium	<p>Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event</p> <p>Obtain black bags at own expense</p> <p>Remove bags of collected litter from site immediately during/after event</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>Bouncy Castle hire comes with liability insurance. Limited, due to the bouncy castle being located inside.</p>	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	<p>Volunteers to be located in areas where children are present. Never to be left alone with children one on one.</p>	Low

Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	Medium	Crowd management – limited numbers so issues will be limited.	Medium
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	Low
<u>ACTIVITIES:-</u>					
Face Painting	Allergy to paints	Members of the public - children	Medium	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 Public liability insurance carried.	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>	Low
	Allergic reaction	Members of the public – especially children	Medium	<p>Fire extinguishers mandatory in all catering units.</p>	Low
	Fire	Staff / members of the public	Medium		Low
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	All cash collection points to have mobile radios.	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users	Members of the public – children / supervisor	Medium	<p>The event organizer must ensure that the operator complies with all of the Bouncy Castle Regulations as provided by SPC (please ask for a copy if not yet received) – this includes sections on anchorage, weather, damage, overcrowding, supervision, training, etc.</p> <p>Event organiser also to obtain copy of operator’s Public Liability Insurance for £5 million.</p> <p>The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables.</p>	Low
	Inflatable not secured properly - accidents	Members of the public – children / supervisor	Medium	<p>The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.</p>	Low
	Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public especially children	Medium		Low
Adults football	Football hitting person	Competitors / spectators / helper	Medium	control number of players at any one time, fully supervised	Low
	Sports injury	Competitors	High	Fully qualified referees. First aiders on site. Similar age groups play together.	Medium

Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc	Low
Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	Safety net positioned behind shy. Area fenced off. Event to be supervised at all times	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure Gazebos are erected correctly and weighted/pegged down in moderate winds. Where possibly attach them to a stable object	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	<p>Ensure full compliance with all Noise/Music conditions.(CDC).</p> <p>Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution.</p> <p>Provide to the PC & Events Manager the name of a nominated noise control person and their mobile telephone number;</p>	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)

Organisation: Position:

Signature: Date: