

EVENT RISK ASSESSMENT FORM

Event Name: Memorial Match & Charity Day

Date: 25th May 2025

Venue: Ansty Village Centre and Recreation Ground

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
SITE	MANAGEMENT -				
Public Entrance / Exit	Risk of injury at public entrance/exit	Medium	High, Members of the public/vendors	<ul style="list-style-type: none"> Entrance/exit allows easy access for disabled people. Catering outlets must be located away from entry or exit points. Separation of pedestrian and vehicle access to the overflow parking area Stewarding of car parks 	Low
Moving vehicles	Injuries caused by moving vehicles	Medium	High. Members of the public	<ul style="list-style-type: none"> Designated windows to setup and close/clear are in the programme. Stewarding of the car park and overflow parking area. Segregation of overflow parking from the public areas Mandatory 5mph speed limit enforced by signs. 	Low
Car Parking	Injuries caused by moving vehicles	Medium	Medium. Members of the public – children.	<ul style="list-style-type: none"> Designated parking and overflow parking areas. Both gates to the Recreation Ground are to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place in the car park. Specially designated places for disabled parking. No access to the overflow parking area on the Recreation Ground in the event of wet conditions, 	Low
Very wet weather on the day	Vehicles cannot access overflow parking, public slips, falls, or ground damage.	Medium	Medium. Members of the public	<ul style="list-style-type: none"> Prohibit parking on the grass Scale back on the event and relocate stalls in the Centre, where appropriate. The Village Hall has been hired to offer some space to relocate. 	Medium / Low (Some impact cannot be fully mitigated.)

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
General Risk of Slips, Trips, and Falls	Injury from slips, trips, or falls because of uneven surfaces, cables, or litter.	Medium	Medium. Members of the public, supervisors and volunteers	<ul style="list-style-type: none"> • Locate stalls and cable runs away from guy ropes, pegs and cables (see Vendor Guide) • Use cable covers • Conduct regular inspections • Provide waste bins • Install signage for uneven ground 	Low
Strong winds	Falling trees, debris, marquees lifting/blowing away, and other flying or rolling objects.	Low	High. Members of the public/ children/ competitors/ staff	<ul style="list-style-type: none"> • Organiser and their appointed Health & Safety Officer to monitor weather forecasts and actual weather for the events. • If strong winds or gusts are likely to exceed 30mph, then the event will be cancelled or postponed by the event. • When planning the event, situate elements of the event as far away as practicable from trees wherever possible 	Low
Crowd management (marshals)	Public pinch points, Overcrowding, Potential conflict regarding entry to the event	Low	Medium. Members of the public – senior citizens/children / disabled people	<ul style="list-style-type: none"> • Limitations on overall numbers (targeting of specific communities – Football Club members, Bolney and Ansty residents. • The programme is spread across the afternoon and evening. • Marshalling in car parks/entry points and around the activities 	Low
Care of children	Lost children	Medium	High. Members of the public – children	<ul style="list-style-type: none"> • “Lost Children” point, clearly signposted. • Identifiable marshals. • PA system in place. 	Low
Working with children	Ensuring children are protected	Medium	High. Children and people working with children	<ul style="list-style-type: none"> • Welfare and safeguarding arrangements to be overseen by the Club Safeguarding Officer. • Volunteers are to be briefed on safeguarding considerations in areas where children are present. • They are never to be left alone with children one-on-one. 	Working with children
Emergency evacuation procedure	Fire; Storm	Medium	High, Members of the public/vendors	<ul style="list-style-type: none"> • Existing emergency evacuation procedures include methods of escape, designated assembly points, supervision, and signage. 	Low

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Medium	High, Members of the public/vendors	<ul style="list-style-type: none"> • Qualified first aiders on site throughout the event, including set up and clearance. 	Low
Toilet provision	Not enough toilets	Medium	Medium. Members of the public	<ul style="list-style-type: none"> • Ground floor and first floor toilets (men, women, disabled) in the Centre • Additional toilet provision in the ground-floor changing rooms • Regular inspections throughout the day 	Low
Risk of fire	Burn or smoke injuries	Medium	High. Members of the public, especially people with disabilities and children.	<p>See the Ansty Village Centre's Fire Risk Assessment</p> <p>Specific fire risk associated with the event are also assessed and managed:</p> <ul style="list-style-type: none"> • Identification of combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings /marquees, litter, vehicles, goods, etc), sources of oxygen, and sources of ignition in the event area • Checking that the fire would be detected in a reasonable time, and people would be warned • Checking that people, including persons with disabilities, who may be in the building/marquee/area, can get out safely • Checking that staff and volunteers know what to do if a fire occurs. • Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; and that suitably trained people are available to operate any fire extinguishers • Ensure roads/emergency exits are always kept clear 	Low
Litter	Litter or other debris generated by the event	Medium	Medium. Complaints from members of the public (other users)	<ul style="list-style-type: none"> • Provide additional litter bins around the stalls and the pop-up bar • Ensure that a litter pick is pre-arranged and undertaken by the event organiser/volunteers immediately after the event • Remove bags of collected litter from the site immediately during/after the event. 	Low
Use of companies/operators to provide service	Various	Medium	Various	See the assessment of specific risks under Activities.	Not applicable

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
ACTIVITIES:					
Catering – food/drink	Food poisoning can occur from improper storage or preparation.	Medium	Medium Members of the public	<ul style="list-style-type: none"> • Organiser to ensure that caterers are registered with their local authority regarding Food Hygiene Certificate, etc. • Food handlers must have access to hot water and soap; if this is not possible, antibacterial wipes must be provided and used. 	Low
	Allergic reaction	Medium	Medium. Members of the public, esp. children	<ul style="list-style-type: none"> • Display ingredients or possible contamination by ingredients, eg “This product contains nut oil”, etc. 	Low
	Burns from cooking equipment and hot surfaces.	Medium	High. Vendor staff and members of the public	<ul style="list-style-type: none"> • Use of barriers or signage to keep the public away from hot surfaces • Trained food handlers 	Low
	Injury from burns and property damage from fire,	Medium/Low	High. Vendor staff and members of the public	<ul style="list-style-type: none"> • Fire extinguishers are mandatory in all catering units. • LPG gas safety checks • Electrical testing 	Low
Bouncy Castle / other inflatable activity	Injuries from falls, trips, collisions, and rough play	Medium	High. Members of the public – children	<ul style="list-style-type: none"> • Constant adult supervision of the activity. • Segregation of children using the bouncy castle based on age, size, and weight. • Limitation of the numbers to prevent overcrowding. • Children to be prevented from entering the bouncy castle with inappropriate footwear. • Proper anchoring. 	Low
	Injury from a wind hazard or the inflatable being inappropriately secured, leading to tipping or flying away.	High (if windy)	High. Members of the public – children and supervisors	<ul style="list-style-type: none"> • The bouncy castle is only used in low-wind conditions. • Anchoring as per manufacturer guidelines 	Low
	Injury from trip and fall hazards from power cables and the blower	Low	Medium Members of the public	<ul style="list-style-type: none"> • Secure and cover the cables • Barriers erected around the blower 	Low

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
Adults football	Injuries to spectators from trips, falls, and accidental impact from the ball. (The potential for overcrowding on the touchline exacerbates this risk.)	Medium	Medium Members of the public	<ul style="list-style-type: none"> • Locate the pop-up bar away from the pitch • Marked walkways and spectator areas • Stewards/marshals monitoring risks and managing spectator movements 	Low
	Player injury from sprains, fractures, concussions, etc	Medium	Medium. Competitors	<ul style="list-style-type: none"> • Ensure players warm up/cool down properly • Wear protective gear as necessary • Provide access to drinking water • Have qualified first-aiders on-site • Emergency procedures are clearly communicated to participants 	Medium
Coconut Shy	People getting hit by balls	Medium	Medium Members of the public and volunteers	<ul style="list-style-type: none"> • Safety net positioned behind the coconut shy. • The coconut shy and the surrounding area will be fenced off • The event coconut shy will be constantly supervised 	Low
Marquee/gazebo	Guy ropes/stakes trip hazard	Medium	Members of the public/staff	<ul style="list-style-type: none"> • Ensure Gazebos are erected correctly and weighted/pegged down in moderate winds. • Where possible, attach them to a stable object 	Low
Face Painting	Allergy to paints causing a rash, irritation	Low	Members of the public - children	<ul style="list-style-type: none"> • Ask parents if their child has an allergy/skin condition. • Only face paint where the parent has confirmed no allergy and given permission • Confirm the vendor is using hypoallergenic face paints 	Low
	Infection risk from the transfer of germs	Low	Members of the public - children	<ul style="list-style-type: none"> • Confirm the vendor is cleaning brushes/sponges between uses. • Access to hot water and soap for hand hygiene 	Low
Cash Collectors	Risk of theft/or loss and potential harm to cash collectors.	Medium	Competitors/members of the public	<ul style="list-style-type: none"> • Minimise cash collection by encouraging digital payments through mobile payment apps and credit/debit card readers. • Specific people designated for cash handling, counting, and transporting funds 	Low

Activity / Area of Concern	Identified Hazard	Likelihood	Severity	Control Measures	Residual Risk
				<ul style="list-style-type: none"> Two people to be involved in cash counting and transport to reduce the risk of theft or error. 	
Music	Noise pollution	Medium	Residents/ Event attendees / Staff on site	Noise Management Plan <ul style="list-style-type: none"> Restrict noise to 50dbh at the perimeter of the premises to ensure full compliance with the noise management provisions in the MSDC/AVCT lease. Background music to be played from the Centre's external path/patio are from 12.30 to 19.00 Existing lease provisions for noise control will apply from 19.00 to 11.00 when the event moves into the Clubroom. Provide the PC & Events Manager with the name and mobile telephone number of a nominated noise control person. 	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permissions and licences.

Name of person completing Risk Assessment (printed)

Organisation: Position:

Signature: Date: