**Event Risk Assessment**



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| --- | --- | --- | --- | --- | --- | --- |
| **EVENT:** |  | **LOCATION:** |  | **DATE:** |  | **REVIEW DATE** |
| **ASSESSOR:** |  | **DATE OF EVENT:** |  | **SIGNED:** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARDS****IDENTIFIED** | **GROUPS OF PERSONS AT RISK** | **EXISTING CONTROLS** | **RISK****INDEX****L X S = R** | **FURTHER RISK MANAGEMENT** | **RISIDUAL RISK****INDEX** | **DATE****COMPLETE****&****SIGNED** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| **SLIPS/TRIPS/****FALLS** | StaffVolunteersPublicVisitors | Regular inspections of all relevant areas carried out  | 3 | 3 | 9 | * Keep all pathways clear and ensure all wires, equipment etc is set up correctly not causing any trip hazards.
* Safety officer to check sites before opening.
* Regular inspections of all areas
 | 2 | 3 | 6 |  |
| **CRUSHING (Crowd)** | StaffVolunteersPublicVisitors | * Main risk area will be around Tour Series circuit – controls by means of

barriers and a carefully evaluated stewarding plan* Lower risks at Henrietta Park & RVP for family and Sportive events but B&NES staff & stewards will be present
 | 3 | 5 | 15 | * Ensure all staff and volunteers are fully briefed of emergency procedures
* Site evacuation plan in place
* Access points around site to enable speedy evacuation
* Regular monitoring of crowd
 | 2 | 5 | 10 |  |
| **TEMPORARY STRUCTURES** | StaffVolunteersPublicVisitorsContractors | * Competent contractor used for installation of marquee at RVP
* Sign off of marquee by contractor
* Gazebos to be weighted in all four corners and staked where necessary
* Structural integrity checked by Building Control as part of SAGE process.
 | 3 | 4 | 12 | * Safety inspection of all structures including gazebos
* Regular monitoring of weather conditions
* Dismantle gazebos if weather conditions become adverse – i.e. winds approaching 24mph or as per manufacturer’s technical instructions
 | 2 | 4 | 8 |  |
| **EXPOSURE TO VIOLENT SITUATIONS** | Staff Volunteers | * Employment of security personnel.
 | 3 | 4 | 12 | * Stopping work if situation deteriorates.
* Removal of high visibility jackets and moving away from the area.
 | 2 | 4 | 8 |  |
| **ADVERSE WEATHER****CONDITIONS** | StaffStewardsVolunteersVisitors | * Work to stop if conditions bad or too hot
* First aid cover with paramedics
* Monitor local weather reports prior to event day and plan accordingly
* Sunscreen available from welfare kit for employees
* Shaded areas available for rest.
* Weather monitored in the preceding weeks, site managed to prevent damage to ground.
 | 3 | 2 | 6 | * Event staff to monitor site conditions, and to have authority to stop activities on site in the event of severe weather constituting a risk to health and safety of those on site until conditions improve
* Ensure supply of water/bottled water available at Information Point/Event control
* In case of hot weather - Make regular announcements on PA about applying sun block/screen especially for children.
* Ensuring employees are checked whilst working in extreme or prolonged situations & have adequate breaks.
* Removal of persons affected by extremes of weather.
 | 3 | 1 | 3 |  |
| **VEHICLE MOVEMENT** | StaffVolunteersPublicVisitorsContractors | * Public access to be maintained for public use
* Event Staff to monitor ground conditions and specify additional protection/exclusion as required.
* Contractor to be informed of site restrictions/site rules.
* Clear pathway for emergency vehicles.
 | 3 | 5 | 15 | * No vehicles to be allowed to move during events – n.b. Henrietta Park where children will be present
* Monitor all works during build, event, and break down.
* All vehicles to check in with steward when accessing the parks – RVP or Henrietta Park.
* All large vehicles to only reverse with assistance of a banksman.
 | 2 | 5 | 10 |  |
| **SPORTS PARTICPATION** | Visitors | * Qualified medics presence on site
* All activities are supervised by suitably qualified staff and risk assessments in place.
 | 3 | 3 | 9 | * Ensure regular H&S inspections of all areas
* Medical facilities available en route of sportive
 | 2 | 3 | 6 |  |
| **CHILD PROTECTION** | VisitorsPublic | * Activity deliverers are DBS check or are supervised by DBS checked event staff
* Designated Lost Children Area and Lost Children member of staff assigned
 | 3 | 3 | 9 | * Event Staff, Contributors and First Aid staff briefed on Child Protection procedures
* 2 x DBS staff provided by Safe & Sound
 | 2 | 3 | 6 |  |
| **FOOD POISONING** | StaffVolunteersPublicVisitors | * All traders have to provide in advance copies of food hygiene certification, details of training and risk assessments
* Toilets have hand washing facilities
* First aid post on site
* Drinking water available
 | 3 | 4 | 12 | * Ensure toilets are kept clean
* Ensure water supply is constant
* Monitor food traders hygiene practises
 | 2 | 4 | 8 |  |
| **MANUAL HANDLING** | StaffVolunteersContractors | * Event staff informed not to lift anything on own and if in doubt not to move
* Contractors will be working under their own H&S policies
* Core Event Team have completed Manual Handing training
 | 3 | 3 | 9 | * Monitor work being carried out on site.
* Mechanical aides used where possible
 | 2 | 3 | 6 |  |
| **WASTE DISPOSAL** | StaffVolunteersPublicVisitors | * Rubbish bags and bins provided
* Contractors and contributors to be responsible for clearance of their areas
* Site signed off as clean by BANES
* Bins and sacks provided around site
 | 4 | 2 | 8 | * Ensure litter bins are regularly emptied
* Ensure toilets are cleansed
* Ensure water supply is constant
* Ensure litter bins are emptied
* Contributors and traders supplied with bags and encouraged to tidy area before leaving
* Litter pickers employed to tidy area throughout the event.
 | 3 | 2 | 6 |  |
| **FIRE** **IN REGISTRATION AREAS or in CONCESSIONS** | StaffVolunteersPublicVisitorsContractors | * Incident & Evacuation plan drawn up and circulated
* Minimum 4m pathways to allow access for emergency services.
* Use of trained security and stewards, advised of location of fire point location.
* Gas canisters of traders contained within the unit therefore away from potential tampering.
* Caterers agree to comply with current legislation and have provided their gas safety certificates and are trained in fire safety.
 | 3 | 5 | 15 | * Fire point location clearly outlined on site map
* Any rubbish build up removed immediately by dedicated waste removal services throughout the event
* Concessions to provide own fire risk assessments & waste disposal arrangements
* All road closures will be removed to allow access to emergency vehicles.
 | 2 | 5 | 10 |  |
| **STAFF SHORTAGES** | StaffVolunteers | * Clear deputies identified for key roles in EMP
* At least two people know the detail plans for every element of the event
* Event Management Plans and key documents in folder held at Event Control
 | 2 | 1 | 3 | * EMP’s/TMP for Tour (Sweetspot), Tour (B&NES), Sportive and Family Rides provided.
 | 2 | 1 | 3 |  |
| **NOISE** | StaffVolunteersPublicVisitorsContractors | * Speakers face away from houses where possible
* Residents and local businesses consulted
 | 4 | 1 | 4 | * Noise levels monitored
 | 3 | 1 | 3 |  |
| **DISABILITY DISCRIMINATION** | PublicVisitors | * Site is accessible for wheelchair users
* Inclusive activities available
* Disabled toilets available at RVP & Henrietta Park
 | 2 | 1 | 2 | * Additional facilities provided at Henrietta Park
 | 2 | 1 | 2 |  |
| **MEDICAL EMERGENCY** | StaffVolunteersPublicVisitorsContractors | * All stewards are assigned number and are marked on the site plan – stewards to report back to emergency number via their assigned number.
* First Aid cover provided by experienced qualified medics
* Clearly identifiable first aid points
* Emergency procedures in place
* Regular H&S inspections of all areas
 | 3 | 5 | 15 | * Route is accessible to emergency vehicles at all times.
* Medical facilities available for all events including en route for Sportive
 |  |  |  |  |
| **CANCELLING THE EVENT** | StaffVolunteersPublicVisitorsContractors | * Cancellation procedure in place
 | 1 | 1 | 1 | * Cancellation would be in the interest of public safety.
* Incident media plan in place
 | 1 | 1 | 1 |  |