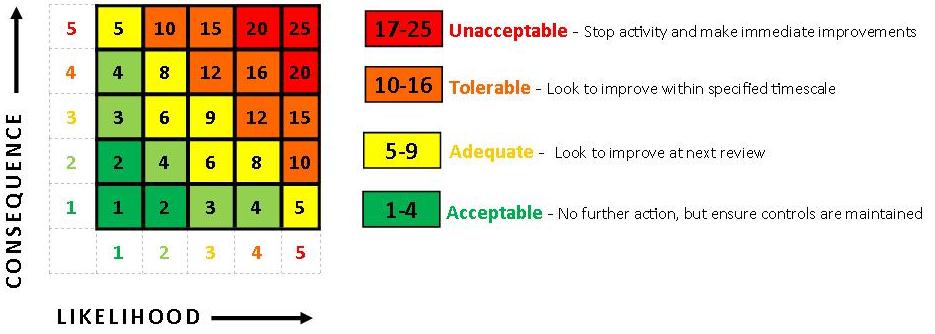
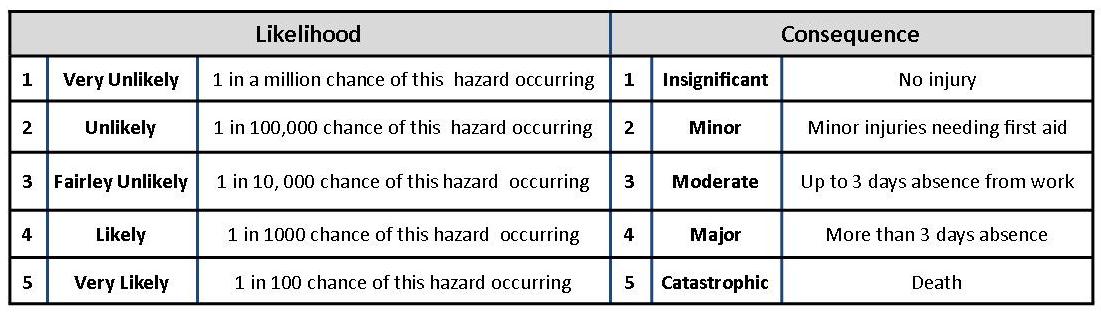
**Event Risk Assessment**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | Staff  Volunteers  Public  Visitors | 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)** | Staff  Volunteers  Public  Visitors | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * 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** | Staff  Stewards  Volunteers  Visitors | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * 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** | Visitors  Public | * 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** | Staff  Volunteers  Public  Visitors | * 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** | Staff  Volunteers  Contractors | * 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** | Staff  Volunteers  Public  Visitors | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * 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** | Staff  Volunteers | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * Speakers face away from houses where possible * Residents and local businesses consulted | 4 | 1 | 4 | * Noise levels monitored | 3 | 1 | 3 |  |
| **DISABILITY DISCRIMINATION** | Public  Visitors | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * 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** | Staff  Volunteers  Public  Visitors  Contractors | * Cancellation procedure in place | 1 | 1 | 1 | * Cancellation would be in the interest of public safety. * Incident media plan in place | 1 | 1 | 1 |  |