

C. Event Risk Assessment Form

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|--------------------|-----------------------|--------------|-------------------|---------------|--|
| Event Name: | St Mary's Church Fete | Date: | Sat 6th July 2024 | Venue: | St Mary's church, Parish Rooms, Rectory gardens, playground, school field and church grounds |
|--------------------|-----------------------|--------------|-------------------|---------------|--|

| (1) Activity / Area of Concern i.e.: what is taking place as part of the event? | (2) Hazards Identified i.e.: what can cause harm? | (3) Persons at Risk i.e.: who could be harmed by the hazard? | (4) Current Risk Factor (high, medium or low) i.e.: determine the level of risk | (5) Actions to be Taken to Minimize each Risk i.e.: what action can you take to lower the level of risk | (6) New Risk Factor (high, medium or low) i.e.: risk factor after action taken to minimize the risk |
|---|--|--|--|---|--|
| Bar | Stress or violence, anti-social behaviour caused by too much alcohol Broken glass: cuts | Stall holders and members of the public. | Medium | Refuse service to those who appear to be intoxicated and/or anti-social. Intervention from Jonathan! Alcohol on sale from stall restricted to Pimms or real ale. Prices to be £4.50 per pint / glass to restrict likelihood of over indulging. Plastic containers for drinks | Low |
| Bottle stall, | Alcohol prizes to adults only | | | No bottle openers provided to discourage drinking from bottles directly from the stall. | Low |

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| <p>BBQ / hot drinks</p> | <p>Burns, scalds, fire, food poisoning.</p> | <p>Members of the public and stall holders</p> | <p>Medium</p> | <p>BBQ stall holders to use heatproof mitts, BBQ tools. Segregated workstations. Prepare BBQ before fete opens. Food to be freshly sourced and stored in appropriate temperature. Raw meat to be kept separate from salad and buns. Make sure food is thoroughly cooked. Provide hand sanitising facilities and napkins to hold the food. Fire extinguisher and blanket available in Parish rooms. Fire extinguisher available at barbecue site (from piggeries sheds). Children to be supervised in catering areas by parents. First aiders on site between barbecue and alcohol stall. (Beer and Pimms)</p> | <p>Low</p> |

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| <p>Hot drinks and afternoon tea served in Parish Rooms</p> | <p>Burns, scalds</p> | <p>Members of the public, stallholders, unsupervised children</p> | <p>Medium</p> | <p>No children to go into the Parish Room kitchen. Notice on kitchen door to this effect. First aid kit clearly labelled in kitchen. No trailing wires. Children to be supervised at all times and discouraged from running round where hot drinks are being served. If wet weather and floor becomes wet or there is a spillage floor to be mopped immediately and a chair placed across to prevent slips.</p> | <p>Low</p> |
| <p>Sale of foodstuffs</p> | <p>Allergic reaction</p> | <p>Members of the public, stallholders</p> | <p>High</p> | <p>All packaged food to be appropriately labelled using specially purchased allergen labels. All food to be labelled with ingredients list by producer. Any purchaser of food offered without labels to be asked whether they have any known food allergens and refused sale appropriately.</p> | <p>Low Low</p> |

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| <p>Horticulture / face painting / food (cakes)</p> | <p>Possible allergic reactions, anaphylactic shock</p> | <p>Members of the public, including young children</p> | <p>Medium</p> | <p>Qualified first aiders on site throughout event. Children to be supervised by their parents / carers at all times, therefore able to prevent child with known allergies from partaking.</p> | <p>Low</p> |
| <p>Soak the Rector</p> | <p>Possible wetting of face. possible scratches from gravel etc. wet sponge.</p> | <p>Rector or any other "victim for soaking"</p> | <p>Medium</p> | <p>Qualified first aiders on site at all times during the event from 11:30-4pm. Check no stones caught up in sponges. Place the activity on the grass so that gravel will not be picked up on sponges.</p> | <p>Low</p> |
| <p>Structure collapse</p> | <p>Risk of injury due to collapse of temporary structures such as gazebos and bouncy castle</p> | <p>Stall holders, members of the public</p> | <p>Low</p> | <p>Inspection at the time of erection by experienced adult. Regular checks throughout the event period, or after alterations to the structure.</p> | <p>Low</p> |
| <p>Vehicle movements</p> | <p>Potential for collision and/or crush.</p> | <p>Stall holders</p> | <p>Medium</p> | <p>Minimise number of vehicles in motion whilst setting up and taking down. No parking allowed on site during the fete. Band members to park at social centre in Bell Lane.</p> | <p>Low</p> |

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|---|---|--|--|--|--|
| PA/Electrics/ Power | Risk of injury due to accidental contact with live cables | Stall holders, volunteers, members of the public, young children | Medium | All external power sockets have RCDs Ensure all cables are covered Only qualified people to handle cables Isolate power if necessary | Low |
| Weather | Risk of slips/trips in wet weather. Possible heat stroke and / or sun burn in hotter weather | Stall holders, volunteers, members of the public, older people, young children | Medium | Monitor forecast and liaise with fete committee members for alternative arrangements or cancellation. Provision of plenty of shade, seating, cold drinks. | Low |
| Slips/trips/falls Including uneven floors/ steps in the church | Risk of injury. Slips/ trips uneven surfaces. | Members of the public, stall holders, volunteers. | Medium | Display clear signs to warn of the hazard | Low |

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| Mini Bouncy Castle for toddlers | <p>Children bumping into each other or falling.</p> <p>Hot weather could cause the fabric to become hot.</p> <p>Sudden deflation of the castle.</p> <p>Stormy weather, castle could loosen from it's mooring</p> | <p>Users of the castle</p> <p>Members of the public and users of the castle</p> | <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>High</p> | <p>Experienced adult supervision. For use of small children only (toddlers) smallest children in a separate age group. Do not allow too many children on the apparatus at once.</p> <p>Check temperature of fabric is not too hot to the touch</p> <p>Ensure shoes are removed and no sharp objects in pockets or jewellery.</p> <p>First aiders on site at all times of operation. Check moorings, deflate castle in the event of stormy or wet weather.</p> | <p>Low</p> <p>low</p> <p>Low</p> <p>Low</p> |

Name of person completing Risk Assessment (printed): Evelyn Hodgson

Signature: ...*Evelyn Hodgson*..... Date: 28/06/24

Guidance for Event Risk Assessments

1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

In addition the Regulatory Reform (Fire Safety) Order 2005 (FSO) will apply to such events and will require the Responsible Person to carry out a risk assessment concerning fire safety, which can be carried out along side the health and safety risk assessment.

Full details are available on;

<http://www.fire.gov.uk/Workplace+safety/>

1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other

organisations it is your duty to ensure that you obtain copies of the risk assessments.

The following guidance should aid you in carrying out your risk assessments. Please also see the example form, which provides detailed examples of some event components. The paragraph numbers below relate to the headings on the Event Risk Assessment Form for ease of reference.

1.3 Identifying the Activity / Area of Concern

An activity is anything which is taking place as part of your event, i.e.: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food, alcoholic refreshment, etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, i.e.: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

1.4 Identifying the hazards

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, i.e.: slipping/tripping/falling hazards, hazards relating to fire risks or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points – i.e.: areas where there is restricted access/exit for the amount of people.

This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

1.5 Identifying the persons at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, i.e.: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

1.6 Identifying the current risk factor

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. You should be taking into account any information, instruction and training regarding the event and the activities involved; and compliance with legislative standards, codes of good practice

and British Standards. Examples of risks and their categories are as follows:

High An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it.

Medium Face painting being undertaken without the knowledge of children's allergies.

Low A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable an.

1.7 Identifying the actions to be taken to minimize each risk

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard by enclosure/segregation, safe-working procedures, adequate

Signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in 4 above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply sufficient barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

1.8 Identifying the New Risk Factor

Once you have identified the action to be taken as per 5, insert the appropriate new High, Medium or Low risk rating.

1.9 Review and Revise

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.

Finally, please print your name, sign and date the form.

1.10 Further information

- 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804