

STONEBRIDGE COMMUNITY FUNDAY

General Risk Assessment



Activity assessed: Planning and Delivery of the Stonebridge Community Funday

Location:

Name of assessor: A Smith

Date of assessment: 21 May 2014

Version number:

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Outline of event: Stonebridge community group are running a community Funday on Saturday August 2014. There will be a mixture of entertainment and attractions including, an arena for performances and demonstrations, a stage for a mixture of local youth bands during the day and a well-known local band during the evening. There will be a selection of promotional stalls for local businesses, clubs and associations which will all be housed in 3 large marquees. There will also be stalls selling produce local to the area and Kent these stalls will be self sufficient and have their own stalls and power. The quality and type of items sold will be controlled so that the quality remains high and relevant to the event. There will be food concessions and a bar on site</p>					
<p>Poor planning of the Funday by Stonebridge Community Group.</p> <p>Visitors and staff put at risk from foreseeable hazards.</p> <p>The community group will not be able to demonstrate compliance with legal requirements or be sure that risks have been identified unless they are documented.</p>	<p>Staff, contractors, stall holders, visitors.</p>	<p>Medium 36</p>	<ul style="list-style-type: none"> The chair of the Stonebridge community group committee is responsible for organising the event All Committee members support the event planning process by undertaking tasks, which where possible utilise specific skills. The committee secretary will record and issue minutes of event planning meetings to include allocated tasks and deadlines. An event delivery team has been identified who will run the event from set up to close down. Detail on the roles is contained in the event 	<p>Medium 16</p>	<ul style="list-style-type: none"> Contractors will be used where specific skills are not available within the committee. A copy of the HSE event guide will be purchased and read by the event organiser and event team. Changes made after the end July may not be included in the event management plan, however will be recorded.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			<p>management plan</p> <ul style="list-style-type: none"> • Event documentation will be created using the templates and toolkit provided by the Local Authority. • Advice will be sought from the Local Authority and other organisations as necessary • Event documentation will be submitted to the Local Authority and the committee will act on any advice given • Plans will be finalised and shared with the events team by the end of July 2014. 		
<p>Contractors conducting activities on site in an unsafe manner</p> <p>This could lead to various injuries depending on the nature of the activity</p>	<p>Staff, contractors and members of the public</p>	<p>High 48</p>	<p>Contractors are controlled by the following means:</p> <ul style="list-style-type: none"> • All safety documentation relating to the activity the contractor will be undertaking on site is requested and reviewed before the work is commissioned. This includes site specific risk assessments, method statements, evidence of operative training, testing of equipment (where required). • Any unsatisfactory documentation that cannot be resolved will result in a different contractor being used • A member of the event team will be on site at all times. • Any working practices seen to be unsafe by the event team or that are not in accordance with the submitted documentation will be stopped until satisfactory changes can be made • Site Safety Rules will be provided to contractor prior to arriving on site. 	<p>Medium 16</p>	<ul style="list-style-type: none"> • Contractor documentation to be collated and checked • Contractor activities will be monitored during the build to ensure they do not endanger them or others around them.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Uncontrolled vehicle movements on site.</p> <p>Collision with other vehicles or pedestrians.</p>	<p>Contractors, staff, other site visitors</p>	<p>Medium (36)</p>	<ul style="list-style-type: none"> • Safety information is given to all contractors and concessions prior to the event and on arrival. • All vehicles will be escorted onto site. A speed restriction of 5 mph, hazard lights must be on while vehicle are in motion, no travelling in the back of vans or flatbeds. All vehicles will be off site 45 minutes before the event opens and no vehicle will be allowed on site while the event is in operation. • Site manager supported by stewards will be on site and stop any vehicle not applying these safeguards. • A list of approved vehicle registrations will be compiled and unauthorised vehicles investigated. 	<p>Low (12)</p>	<ul style="list-style-type: none"> •
<p>Event becomes overcrowded.</p> <p>Risk of crushing, antisocial behaviour, extended evacuation times.</p>	<p>Members of the public, event staff</p>	<p>Medium 24</p>	<ul style="list-style-type: none"> • Research into other similar events in the local area indicate the likely maximum attendance at any one time will not be greater than 2000 including the evening band. • The band headlining in the evening routinely attracts numbers in excess of 800 but under not more than 1500. • The maximum calculated capacity for the event is 5000 (visitor area/crowd density) for the entire site and 3000 (viewing area/crowd density) for the area in front of the stage, at any one time. • Stewards will be briefed to monitor crowd for areas that may become densely packed with visitors • Should the area in front of the stage become overcrowded the event manager 	<p>Low 12</p>	<ul style="list-style-type: none"> • Attend similar events to assess and experience crowd numbers and management techniques. • Attend gigs of headline act to establish indicative attendance and nature of crowd.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			will take the decision to stop entry.		
<p>Temporary Structures</p> <p>Failure of structures could result in falls from height or crushing injuries. Enclosed structures could be overcrowded or not have sufficient exits</p>	Members of the public, event staff	High 48	<ul style="list-style-type: none"> Contractors erecting temporary structures submit safety documentation, which is checked. Large temporary structures are separated by at least 4m to provide emergency service access and provided unhindered circulation. Marquees and stage are installed by accredited companies Marquees containing stalls have open sides and not restrictions to escape. All structures are inspected by a competent person from the installation company and a completion certificate issued. In strong winds (figure supplied by contractor) the marquee and stage will be evacuated and not used. 	Low 12	
<p>Poor Lighting</p> <p>Insufficient lighting can increase the likelihood of accidents occurring and emergency exits not being seen.</p>	Contractors, event staff, Public	Medium (32)	<ul style="list-style-type: none"> Additional portable self contained lighting towers will be provided at key location to increase luminescence levels to an acceptable level. The portable units will be secure with fencing to ensure no one interferes or sit on them. Marquees will have lighting. 	Low (8)	
<p>Dangerous Electrical installations</p> <p>Serious injury, electric shock, burns, trips, fires from faulty or unsuitable</p>	Staff. Members of the public	High 48	<ul style="list-style-type: none"> The contractor will supply risk assessment and method statements for the installation as well as evidence of competence for all installation crews. A certificate of completion will be provided to the event manager by the installing 	Low 12	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
equipment/cables. Adverse weather conditions effecting some equipment			electrician. <ul style="list-style-type: none"> • Cabling will not be suspended. • External cabling and connections will be suitable for external use. • Distribution boards will be positioned in secure areas • Where there is no option but to run cables across public walkways or they will be run in cables bridges. • Portable electrical appliances will only be permitted where they display evidence of a current electrical safety test. • Extension leads must be uncoiled. 		
Use of LPG cylinders Poorly maintained operated gas installations can result in fires, explosion, asphyxiation, handling injuries.	Public, site staff	Medium (24)	<ul style="list-style-type: none"> • Evidence provided in advance that gas installations will be used together with evidence of a gas safe test, which will be requested on site. • Suitable fire fighting is available. • Cylinders must be used in an upright position. • Cylinders should be situated outside of any enclosure such as a marquee • Access to cylinders in use as well as spares and empties is restricted to prevent tampering. • Cylinders as above are secured to prevent stealing and knocking over depending on size. • No rubbish, cardboard or other combustible should be stored around or under cylinders. 	Low (12)	
Food safety – Catering units.	Public	High (48)	<ul style="list-style-type: none"> • All catering outlets registered with their 'home' local authority in accordance with food safety legislation. 	Low (8)	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			<ul style="list-style-type: none"> All caterers must forward a copy of their food hygiene certificates prior to arrival on-site for review. Environmental Health Officers may carry out inspection during the event. Event manager have the right to prohibit catering concessions from trading if they are deemed unsafe. 		
<p>Uncontrolled use of Generators</p> <p>Fire, unauthorised access by public, burns, electric shock</p>	<p>Public, site staff, contractors</p>	<p>Medium (36)</p>	<ul style="list-style-type: none"> Positioned away from the public and enclosed/secured with fencing 1m from generator with a CO2 extinguisher placed in close proximity. No combustibles will be stored near the generator and they will be in a well-ventilated area. Refuelling if necessary will be conducted by a competent contractor outside of event times. <p>Concessions will be permitted to use portable generators under the following conditions</p> <ul style="list-style-type: none"> Secured from the public using barriers with 1m separation from generator. To be filled by competent person with engine off, using an appropriate size funnel. Spill mats to be used. Fuel storage in approved portable containers to be limited to 20 litres per concession on site. Fuel to be secured away from heat, other sources of ignition and combustibles. 	<p>Low (12)</p>	
<p>Insufficient toilet facilities</p>	<p>Contractors, stewards, marshals and public during</p>	<p>Medium (16)</p>	<ul style="list-style-type: none"> 15 Temporary toilets will be provided in a central location Toilets provided by competent contractor 	<p>Low (8)</p>	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
	event.		<ul style="list-style-type: none"> • Toilets to be kept clean, safe and hygienic throughout the event. • Inspections will be carried out every 30 minutes at peak times. 		
<p>Poor control of Alcohol on site</p> <p>Underage drinking, glass bottles containers broken causing injury or used as missiles</p>	Event Staff, Public	Medium (36)	<ul style="list-style-type: none"> • One bar will be in operation with the manager holding the license. • SIA qualified staff will monitor the bars and seating area outside • Challenge 25 in operation. • Photographic ID will be required. • SIA staff will deal with any antisocial drunken behaviour and if necessary the Police contacted. • Alcohol will be served in plastic glasses and no bottles will be handed out. 	Low (12)	
<p>Refuse and combustibles waste.</p> <p>Build up of combustibles gives rise to fire hazard and tripping hazard.</p>	Public, event staff, contractors	Medium (24)	<ul style="list-style-type: none"> • Refuse bins are provided through the event site • Stewards will monitor the build up of litter. • Concessions will provide their own bins outside their outlet. • Concessions and traders will be reminded when arriving on site and during the event not to allow rubbish to accumulate outside or inside their units, but to use the bins provided. 	Low (12)	
<p>Poor provision for the prevention and management of fire and evacuation</p>	Staff, members of the public, stall holders.	High 48	<ul style="list-style-type: none"> • Clear route to be maintained around event site for Fire service access. • Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at key locations shown on the site plan and in the Event management plan. • Food concessions expected to have their own fire fighting equipment and provide a fire risk assessment. 	Low 12	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating (no controls)	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
			<ul style="list-style-type: none"> • Refuse bins will be provided for all general waste, which will be monitored throughout the event. • All gas appliances will have a gas safety certificate • All electrical equipment will have a PAT certificate and installations a completion certificate. • The perimeter fence will have 4 emergency exits (including the main entrance). These will be a loose Herras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity. 		
<p>First Aid – Lack of first aid facilities.</p> <p>Initial medical attention that will prevent small injuries escalating.</p>	<p>Contractors, stewards, marshals and public during event.</p>	<p>Medium (16)</p>	<ul style="list-style-type: none"> • First aid will be provided by a contractor • The contractor has provided an assessment of medical need based on size and nature of the event the HSE events guide. This has been included in the event management plan. The provision will include: 1 ambulance 2 ambulance personnel and 6 first aiders. • A small marquee will be used as a first aid facility. It will have power and water, but all other equipment will be provided by the contractor. 	<p>Low (12)</p>	

Signature of Assessor: _____

Date: _____