

















Risk Assessment Form




















Event	Creech Party in The Park – 15 th July 2023	Issued (DD/MM/YYYY)	Assessment No.
Client/ contract	Site address / location	Recreation Park, Leighton Drive, TA3 5DW	

People at risk	Employees	Older Workers	Public	Disabled	Contractor	Passers By	Young workers	Lone Worker	New or expectant mother	Shift Worker	Night Worker	Client Staff	Emergency Services	Other	Other	Other
Tick / ✓	✓	✓	✓	✓	✓	✓			✓				✓			

Tick all relevant hazards boxes below - these illustrations are not exhaustive; where 'Other' is selected add a clear description in the 'Task specific hazard' description overleaf.

Slip / Trip Hazard	Manual Handling	Machinery	Falls from height	Contact with Electricity	Hazardous Substances	Vehicle	Verbal /Physical Assault	Noise / Dust	Confined Spaces	Open Water	Fire / Bomb Risk	Radiation	Bio-logical	Adverse Weather	Other
															
✓	✓	✓	✓	✓		✓	✓				✓		✓	✓	

Tick all items of mandatory Personal Protective Equipment (PPE) which has been identified in the risk assessment below - these illustrations are not exhaustive; where 'Other' is selected identify the PPE required and a specific description to your 'Control measures' overleaf and/or 'Method statement'.

Rubber Gloves	Hand Protection	Safety footwear	Head protection	Goggles	Safety Glasses	Ear Defender	Hair Net / Chef Hat	Overall	Hi-Visibility Clothing	Apron	White / Chef Coat	Half Respirator	Respirator	Dust Mask	Fume / Vapour Mask	Harness / Lanyards	Air Fed Helmet	Face Visor	Other	
																				

Type of Premises: Tick all relevant premises boxes below - these illustrations are not exhaustive; where 'Other' is selected add a description.

Hotel	Garage	Food Chain	Retail	Healthcare	Park/ gardens	Leisure	Commercial	Transport	Gas	Water	Electric	Manufacturing	Building/ construction works	Private Sector	Solicitors	Warehousing	Airport	Other
					✓													

Task specific	Pre control	Control measure(s)	Post control
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Hazard(s)	Risk rating				Risk rating		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
<p>General Fire Hazards presented by:</p> <ul style="list-style-type: none"> - Risk of fire from build-up of excess rubbish/waste materials. - Generators for lighting fuelled by petrol 	3	5	H	<ul style="list-style-type: none"> • Public Fire Assembly Announcement • Temporary Fire Assembly point set up outside park entrance in pedestrian alley away from main road • Fire marshals within event team to direct public in event of fire. • Fire Marshals to keep road clear for emergency vehicles. • Erection of Fire Assembly Point Signs. • Firefighting equipment (FFE) present on site. <ul style="list-style-type: none"> - Provision of 3 x fire points which contain bell, sand bucket and 2 extinguishers. - Existing fire blanket within pavilion. • Advise Public prior to event via event blog that they are not permitted to bring own BBQ's during event. • Fire Wardens to be in possession of torch/glow stick during hrs of darkness. • Fire wardens to have means of communication in event of emergency such as fire. 	2	5	10
<p>Fire Hazard:</p> <ul style="list-style-type: none"> - Risk of fire from hot food catering facilities within site boundaries. - Hot food vendors will vary and will include use of BBQ, Gas & Oil during cooking 	3	5	H	<ul style="list-style-type: none"> • Each hot food vendor to have local FFE suitable for extinguishing types of fire applicable to cooking methods used within their individual vehicle/stall. 	2	5	10

<p>Crowd Control/Overcrowding</p> <ul style="list-style-type: none"> - Risk of crushing injury to volunteers workers and public in event of crowd surge 	3	3	M	<ul style="list-style-type: none"> • Layout has been designed to avoid overcrowding and free flow of visitors around, to and from the site • Professional Security personnel on site, both at entrance and patrolling. 10 guards in attendance. • Event will be illuminated during mass people movements such as end of event and any emergency during hrs of darkness • A PIT around the stage will be created with temporary crowd barriers 	1	3	3
<p>Slips, trips, housekeeping.</p> <ul style="list-style-type: none"> - Risk of injury to volunteers, Workers, and public from ground level obstructions. 	3	3	M	<ul style="list-style-type: none"> • Pavilion cleaned/tidied before the event. • Grass cut and any dips/divots in field surface have been filled. • Cabling from pavilion marked to avoid pedestrians crossing cable runs and trip hazards, use of lights at night to illuminate the area and exit. • Adequate lighting from festoon lighting, masthead lights, 2 lighting towers and Muga floodlights is in place during hrs of darkness • Exit signs, emergency exit points illuminated at night • All electrical cable secured at height, covered or has physical barrier in place 	1	3	3
<p>Fall from height.</p> <ul style="list-style-type: none"> - Fall from height from access to and from stage. - Fall from stage during concert 	3	5	H	<ul style="list-style-type: none"> • Band and display made aware of fall from height hazard and instructed not to approach edge of stage. 	1	5	5
<p>Manual Handling</p> <ul style="list-style-type: none"> - Injury to volunteers, Workers 	3	3	M	<ul style="list-style-type: none"> • Volunteers will be made aware of correct manual handling procedures by instruction through use of posters. • Minimum 2 Person lifting will be utilised for all lifts over 20KG 	2	3	6

Layout and traffic routes				<ul style="list-style-type: none"> • Car parks reserved for blue badge holders. • Stallholders/organisers park around perimeter of field, parking by permit only • No vehicle movements on field between 4pm-midnight. 			
Lighting levels. <ul style="list-style-type: none"> - Risk of injury due to low light conditions during dusk and hrs of darkness, 	3	3	M	<ul style="list-style-type: none"> • Festoon lighting, masthead lights, 2 lighting towers and Muga floodlights provided. 	1	3	3
Lighting systems <ul style="list-style-type: none"> - Failure of lighting system 	3	3	M	<ul style="list-style-type: none"> • Hired generators will run site lights powered by own generators and mast lights. • Hiring company to provide service records of equipment. • All operators of lighting systems have received the correct training for safe operation of system. • Lighting towers can also be used as backup generators in case of failure of primary generator. 	1	3	3
Electrical Equipment <ul style="list-style-type: none"> - Risk of electrical shock from damaged equipment 	4	5	15	<ul style="list-style-type: none"> • Electrical cables hired, proof of PAT testing to be supplied prior to use. • Any damaged cables will be removed immediately • Part P registered contractor will check installation for event. • Overloading of sockets to be avoided by sharing 'load' over all available sockets • Clearly mark/clip external cables at high level where possible to help prevent damage and remove risk of trip hazards. • Use of generators to avoid long cable runs and over loading. 	2	5	10

Noise and vibrations <ul style="list-style-type: none"> - Disturbance to neighbours and wildlife 	3	1	3	<ul style="list-style-type: none"> • No live music after midnight. • Generator is low emission 	1	1	1
Marquees/Gazebos <ul style="list-style-type: none"> - Trip Hazards - Fire Risk, unclear escape routes 	3	5	15	<ul style="list-style-type: none"> • Guy ropes clearly marked • Complete side to be left off of marquee/gazebos to act as 'fire exit' • Fire extinguisher provided • No Smoking in Marquee/gazebos • No hot food stalls located in close proximity to marquee/gazebos 	2	5	10
Environmental Noise. <ul style="list-style-type: none"> - Nuisance to neighbours - Confrontation 	2	1	2	<ul style="list-style-type: none"> • Signs up to ask people to be quiet when leaving event and marshals and announcement at the end of night advising respect for local residents. • No live music after midnight • Generator is low emission 	1	1	1
Communication <ul style="list-style-type: none"> - Poor means of communication may lead to confusion in event of emergency situation 	3	2	6	<ul style="list-style-type: none"> • Organisers have mobile phones and are aware of who event managers are. • PA system on site to make announcements. • Obtain portable radios to aid communications when setting up. • Circulate list of Organisers/Security Mobile Phones/Contact details to all Organisers/Marshalls. 	1	2	2
Violence to attendees or staff	4	5	20	<ul style="list-style-type: none"> • Volunteers advised to avoid confrontation and seek advice from security to deal with any issues that arise. • External Security firm (AC) providing staff in attendance from 4.30pm to admit public and deal with anti-social behaviour. • Community Police doing drive by during evening. 	2	5	10

			6	<ul style="list-style-type: none"> Tickets to event sold to local people, alcohol will not be sold to people seen to be intoxicated (in accordance with licence). Wristbands issued in different colours for adult/child to easily identify underage drinkers and those without a ticket, challenge 25 policy in operation for the sale of alcohol. Will call police as necessary. 			2
Other temporary structures. <ul style="list-style-type: none"> Trip Hazards from Gazebos / stalls guide ropes 	2	3	6	<ul style="list-style-type: none"> All gazebo's will be secured by either weights or guide ropes. Gazebo guy ropes will be clearly marked to avoid trip hazard. 	1	2	2
Welfare. <ul style="list-style-type: none"> Unable to cope with demand in event of incident requiring emergency action 	3	3	9	<ul style="list-style-type: none"> First Aid Point & Grab Bag in Pavilion. First Aiders Steve Greenhalgh (Event Organiser) and contract first aid team Instructions to all organisers to call 999 in case of a medical emergency. Free of charge tap water available for refreshment. 	1	3	3
Sanitation. <ul style="list-style-type: none"> Biological health hazard presented by human waste due to potential lack of WC facilities. 	3	3	9	<ul style="list-style-type: none"> 2 x WC and hand washing facilities available in pavilion. (incl with disabled access) 21 hired portable toilets with antibacterial gel provided. Signs posted instructing visitors to use facilities provided 	1	3	3
Food Provision <ul style="list-style-type: none"> Food poisoning Food waste 	3	3	9	<ul style="list-style-type: none"> All food is served by contractors with appropriate Hygiene certification. Hand washing facilities provided in pavilion with Hot & Cold running water, hand wash. Adequate waste facilities for collection of food wastes during event. Any leftover food waste will be collected on completion of event and disposed of as of local authority requirements 	1	3	3
Moving Vehicles <ul style="list-style-type: none"> Contact with persons 	3	5	15	<ul style="list-style-type: none"> No vehicles movements between 4pm-midnight All vehicles sizes to be recorded before event to ensure adequate space available within event area. 	2	5	10

<ul style="list-style-type: none"> - Contact/damage to stationary objects - Contact with equipment 			15	<ul style="list-style-type: none"> • Maximum speed limit of 10mph to be imposed whilst driving through event area. • Vehicles hazard lights to be in operation during all vehicle movements. • All vehicle movements to occur with banks man in position front and rear, banks man to wear high visibility clothing. • Vehicle keys to be removed from ignition when parked. • Vehicles to be parked on level stable ground. 			
Use of Play Equipment by Adults/Children. <ul style="list-style-type: none"> - Injury to minors from defective equipment 	3	5	15	<ul style="list-style-type: none"> • Play Equipment had full PI inspection in March 2023, high risk items addressed or work ongoing. (Separate report available). • Play equipment will be lit up by hired lights. 	2	5	5

		Risk Rating					
Potential Severity	Fatality	Fatality	5	10	15	20	25
	Permanent disability	Very Serious	4	8	12	16	20
	Temporary disability, fractures, etc.	Serious	3	6	9	12	15
	Injuries such as lacerations, strains, sprains	Moderate	2	4	6	8	10
	Injuries such as cuts, bruising, etc.	Minor	1	2	3	4	5
		Improbable	Low	Medium	High	Near Certainty	
		1/1,000,000	1/10,000	1/1,000	1/100	1/10	
		Likelihood of Occurrence					

Assessors Statement:	
Date Completed (DD/MM/YYYY)	DD / mm / yyyy
Print: Role: Signature:	
Assessment review due (DD/MM/YYYY)	/ /

Key:

	Low Risk – Monitor periodically
	Medium Risk – Active management
	High Risk – Implement action plan

Additional Workplace /Task Precautions	
Information, instruction and training/ any other information applicable maintenance/ repair/ alteration and upkeep of planned works.	
P.P.E. requirements	Gloves provided for litter collection and handling generator fuel
Site/Job Specific Emergency Arrangements	Fire Muster Location located at The Old Hyde Lane
Specialist plant & equipment required	4 X Generators on Site
First aid arrangements	Contract first aiders on site throughout event at First Aid Point
Welfare arrangements i.e. washroom, toilets	
Permits to Work	NA
Other safety information	

Ref Hazard ID	Further Actions	Status Open/In Progress/ Complete

Ensure you follow the task/ site specific information, instruction and training provided to you at all times.

Risk assessment - Sign off sheet

Task		Issued (DD/MM/YYYY)		Assessment No.	
Client/ contract		Site address / location			

Assessment completed	Annual Review	Annual Review
Location Manager Signature: Assessor's Signature: Date:	Location Manager Signature: Assessor's Signature: Date:	Location Manager Signature: Assessor's Signature: Date:

Review of the task and associated hazards is to be carried out annually.
 All employees must to receive initial, on the job and task specific training, this training shall be identified and recorded on the MiSafe Programme.

Declaration by employee involved in the activity detailed above

