

CROWDING

Caused by volume of numbers attending event causing congestion, trampling, surging.

Queues causing congestion, trampling, surging

Front of stage crowding causing congestion, trampling, surging.

Organisers, stewards, contractors/organisations/ attendees.

Medium Stewards to be clearly identified using high visibility jackets / tabards.

Use of mobile phones/radio communication to co-ordinate stewards.

Event control to receive all radio comms.

Steward & Security Manager involved in assessing plans. All Stewards to receive briefing prior to the event and be given printed instructions.

Suitable information signs to be installed throughout the site to direct public to facilities / exits. Use of Public address systems & to convey safety messages as required. We also have an information tent onsite.

Steward teams to patrol site. Capacity for event limited to 1500, likely to be 1,000. The large screen will be sited on the eastern boundary near to the Pavilion (see site plan), making easy provision of main entertainment from one side such that it gives the widest possible angle of view for the audience for areas available.

Stewards advised to assist movement of crowds should gathering become of concern.

Stewards briefed and in place to manage its operation. Medical services support available. Stewards will support SIA crew and Event Management in monitoring and reporting local densities. Crowd numbers in terms of migration and assembly at front stage; along main access to stage and at other areas agreed by Management have been identified.

Low

Public
Entrance / Exit

RISK OF INJURY AT PUBLIC ENTRANCE / EXITS

Organisers, stewards, contractors/organisations/ attendees.

Medium Entrance / exit constructed to allow easy access for disabled people.
Entry supervised by identifiable stewards that will be in high vis vests carrying mobile radios to summon assistance from event control if needed. First Aiders on site.

Number of stewards for the event – 10 (combined of staff and volunteers) plus 6 SIA trained staff specifically to monitor entrance/exit points in relation to crowd density and alcohol management (must not leave site unless in sealed container)

Low

(1)
Activity

(2)
Hazards Identified

(3)
Persons at Risk

(4)
Current
Risk
Factor

(5)

Actions to be Taken to Minimize each Risk

(6)
New
Risk
Factor

7

STRUCTURAL COLLAPSE

This includes full or partial collapse preventing use of a structure or passage along an identified site.

Most probable cause is wind that can cause partial structural damage, which can include buildings if wind is severe

Organisers, stewards, contractors/organisations/ attendees.

Medium Monitoring of weather forecast especially for storms, thunder, lightning and high wind gusts required on daily basis on the week leading to the event, with escalation to hourly monitoring if forecast indicates. Ability to close temporary structures or constructions on site and evacuate people.

Structures must have design specifications on wind loading and wind action plans - this is especially true of temporary sun shelters such as gazebos often used in connection with branding.

Check on structures against intended use and foreseeable overload conditions such as adverse weather. Contractors/organisations will operate their own method statements and assessments; this will be monitored by the Site Manager/H&S Lead. They will isolate structures.

Stewards to monitor controlled areas. Site visits have taken place with all contractors prior to event. Monitoring of wind forecast with additional ballast for temporary structures.

Identification at local level of wind sensitive areas. (Wind traps)

Temporary structures without documentation will be prohibited.

Low

MEDICAL INCIDENT

Collapse of individual from multiple, potential causes are possible including some risks in this assessment.

Causes may include misuse of alcohol or drugs, and although unlikely, must be monitored at all times

Organisers, stewards, contractors/organisations/ attendees.

Medium X Medical services to cover First Aid Point.

Defibrillator equipment stationed at the x Centre nearby.

Quiet room in x Centre booked in case of need.

Water is readily and freely available throughout the site, provision from toilet block (south) and x Centre (north). The bars will have a Challenge 25 policy. All stewards briefed in emergency medical response.

Main Accident and Emergency (Royal Bournemouth) within 25 minutes drive of our site. Escalation to NHS response is via Medical Services contractor or Management. Use of 101 if applicable.

Sterile route will be kept for Exit 1 on plan.

Low

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8

WEATHER Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures This covers heat stroke, sunburn, exhaustion, dehydration. Also flooding, hypothermia, mud, exposure.

Organisers, stewards, contractors/organisations/ attendees.

High The call regarding whether the event goes ahead or not goes to x. Should the event not be possible due to weather extremes, it will take place with highly limited number of attractions/vendors within the nearby x Centre. See detail in next subject box.
Weather forecasts to be updated daily from 2 nd May (Met Office)
Attendance may be reduced if the weather is poor.
Notification using media of need for proper clothing and footwear. A review of the event may need to be made in the case of weather conditions that constitute a severe risk to H&S of those on site in whatever capacity. Provision to move the event as contingency plans,

into the x Centre with social media used to inform and heavily manage number attending.

PPE & Sun block to be made available if necessary to steward team.

Water consumption reminder as part of safety briefing for stewards.

Fresh running water point on site and advertised.

Shelter/shade available.

Stewards to note welfare of those in attendance regarding extreme heat and report back to Event Control

Hats should be worn during daytime when appropriate

Medical Cover on site.

PA announcements to remind need for hydration/hat/shade/sunscreen.

Weather conditions unknown at present.

Ensure adequate immediate relief for people in emergency and ensure their transport to the first aid/health unit.

Low

POOR

WEATHER

CONTINGENC

Y

Plan B due to heavy rain,
high winds, stormy
conditions

Organisers, stewards,
contractors/organisations,
attendees

Med Whole of Memorial Centre booked as Plan B location should weather event be expected. x to determine at least 24 hours before.

Expected 80% loss of traders and footfall just from known weather conditions. Certain traders nominated to leave, including all alcohol sales.

Communication to public via social media as soon as determined and repeatedly during event day, to assist with numbers arriving.

Low

9

Ground floor

Car park will accommodate certain purpose-built catering vans.

x Centre main bar will operate in isolation

Foyer area to have first aid station and information point/lost&found vuln.

Coastal Room – operates as Quiet Room for potential medical need.

Main Hall – Screen and music to operate from the stage. Teas and Coffees (WI) operate from kitchen through hatch to main hall. Further food related traders on 6x1ft tables on same side, leaving emergency exits clear.

Eastern side of hall to have non-food traders on same 6 x1ft trestle

tables. – Accommodates approx. 240 people.

First Floor

Festival Room – x display, seating area and community stall set up – accommodates approx. 100 people

Hampshire Room (nursery) – Craft tables, face painting, parent seating area. Approx 80 people.

Steward numbers to remain on startup due to changing set up needs and altered capacity requirements.

SIA staff can be released, as premises licence is that of x centre with usual on-site management.

Up to 25% of the volunteer stewards may be released once event is rolling, although this would be carefully considered beforehand.

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10

NOISE Noise induced hearing
loss (temporary or
permanent)
Tinnitus

Organisers, stewards,
contractors/organisations/
attendees.

Low xx Sound on PA system will monitor during event. Low

ELECTRICITY Persons being
electrocuted/ suffering an
electric shock.

Deliberate interference with supply. Accidental interference with supply.

Organisers, stewards, contractors/organisations/ attendees.

Medium All temporary supplies in site are to be RCCD or RCBO protected in controlled areas. Proof of PAT testing of all electric equipment supplied by contractors as required ahead of the event. Any trader not providing relevant documentation will not be allowed on site.

All temporary supplies to be installed by competent stallholders /owners.

Low

SLIPS/TRIPS/F
ALLS

Slipping or tripping due to one or combination of the following – poor maintenance; spillages; steps and stairs; poor lighting.

Organisers, stewards, contractors/organisations/ attendees.

Medium The site is maintained as public open space 365 days per year. General good housekeeping and ground checks applied prior to and during performances. No trailing leads or cables. Work areas kept clear.

Waste management controls in place to ensure prompt waste removal. Lighting in area is designed for illumination to standards required. Maintenance programme in place, with passing attention due by stewards on event day.

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11

VEHICLE MOVEMENT

Accident; injury; damage
to vehicles; trauma to
staff; delay in timings
/blockage of migration
site.

Strains, broken limbs,
head injury.

Organisers, stewards,
contractors/organisations/
attendees.

Medium There will be a steward assigned to the vehicle entrance, which is located at the northern access point adjacent the Club building. (EXIT 1 on plan) This steward will remind all vehicles of below.

Vehicles only to move within agreed designated areas. Reversing on site is only permitted with a banks man to supervise safe movement.

Vehicles to observe a safe site speed limit of 5 miles per hour, hazards must be on. Banks man, drivers and workers to wear high visibility clothing whilst working near any vehicle road. No one to travel on the outside of a vehicle. Stewards specifically assigned to these roles.

No vehicles to move on site whilst the site is open to the public unless this deemed essential by the Event Management in which case the movement MUST be supervised and monitored by stewards during the entire movement.

Low

WORKING AT HEIGHT

Falls from height can
cause sprains, strains.
More serious falls may

lead to limb fracture, head injury or death

Organisers, stewards, contractors/organisations/ attendees.

Medium All contractors must have provided Risk Assessments and Safety Policies and such policies must demonstrate an understanding of Working at Height regulations. The contractor must demonstrate by method statement and specific risk assessment that they have: Mounting of acoustic curtain on the back of the permanent pavilion structure is the only task at height. This will be attached by 2 experienced stewards (staff) using appropriate and inspected access equipment.

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12

Separated parties, Missing Vulnerable Persons

Vulnerable person/s come to harm

Organisers, stewards,
contractors/organisations/
attendees.

Low Missing persons on the site should be actioned in line with standard

operating procedures in place to deal with this.

Staff not to escort any found vulnerable person alone but to do so in
pairs with female lead if possible.

Escalation to Police in line with identified operating policies.

Low

Erection &
Breakdown of
Structures
/Gazebos

Falling materials – impact
injuries.

Vehicle movement –
impact with persons or
structure.

Unstable part completed
structures – collapse.

Fall from height during
construction impact
injuries

Guy ropes/stakes trip
hazard

Organisers, stewards,
contractors/organisations/
attendees.

Medium The event organiser will ensure that the contracting stalls have
provided copy PLI £5m minimum cover and Risk Assessment prior to
event – which will include marking stakes/rope with hazard tape;
ensure clear escape routes; ensure fire safety signs and firefighting
equipment in place (4 x stands hired each with water and multipurpose
extinguisher) and that ignition source issues are addressed.

We will check prior to event opening that all ropes are secure.

Only competent/trained persons will be allowed to erect the gazebo.

All structures to be erected by trader/owner to whom the equipment
belongs, with assistance from steward team as required.

The Event Safety Officer should, however, intervene if unsafe working
practices are observed. Areas where erection taking place should be
“off limits” to others not taking part.

Such working areas should be barriered and/or stewarded. PPE
should be worn where necessary.

Low

Storage Of Materials

Risk will depend on the
nature of the substances
store

Organisers, stewards,
contractors/organisations/
attendees.

Medium Safe storage locations to be identified in advance by management.

Storage locations to be fenced or secured from public and when in use
security is to be in place. (shown on site plan)

Map of items stored to be in Event Control, with identification of
hazardous material.

Traders will include storage of own petrol for generators within their
risk assessments, checked on booking. They will use an appropriate
funnel when refuelling, allowing engine to cool and fuel at level ground,
reporting any spillages immediately.

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13

Manual
Handling

Back injury, sprains, strains may be caused by over exertion. If dropped, items could cause fracture or multiple injuries

Organisers, stewards, contractors/organisations/ attendees.

Medium Steward team comprises staff trained and experienced to assist

contractors/organisations as required.
Manual handling procedures to be implemented

- Task
- Individual
- Load
- Environment

Low

Gas Safety Injury from fire and explosion if gas appliances not properly maintained and used.

Organisers, stewards, contractors/organisations/ attendees.

High Any food vendors using LPG (where applicable) will be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates are to be always kept on the stall.

Low

Removal Of
Refuse

Fire, with residual risk of disease

Organisers, stewards, contractors/organisations/ attendees.

Medium Ensure appropriate staff on duty during and post event. All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided. Additional facilities for waste disposal to be

provided. Persons engaged in litter picking will be provided with suitable tools and trained in their operation.

Full cleansing plan to be in place to ensure:

- Site cleaned during construction
- Site clear prior to public arrival cleansing operations continue so far as is safe to do so during event
- Site cleansed ready for site usual use as public open space

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14

Lone Working Stewards become vulnerable in dealing with persons and situations

Stewards Medium Staff not to be allowed to work as lone workers without specific risk assessment. Management to re-assess post priority when this occurs (e.g. when another team member has been taken ill whilst on shift)
If lone working is essential, radio communication must be issued.

Low

Personal
Protective
Equipment

Head injury foot injury
Crushing Vehicle strike

Fall from height.

Stewards / contractors / organisations

Medium Whilst it is noted that PPE is a residual control measure each contractor has responsibility to ensure provision and use by their staff and contractors.

Supervision over contractors will ensure persons without appropriate PPE are excluded from the area until activity is concluded.

Low

Toilet provision

Not enough toilets Organisers, stewards, contractors/organisations/ attendees.

Medium We will ensure enough toilets are present at site for numbers attending.

x facility on site provides 7 cubicles plus one disabled.

Hired provision for the event are 9 standalone units plus disabled unit.

Low

Working with children

Ensuring children are protected

Attending children Medium We have a detailed safeguarding policy. Low

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15

Emergency
evacuation
procedure

Fire; Terrorist attack. Organisers, stewards,
contractors/organisations/
attendees.

Medium See separate Fire Risk Assessment and Emergency Evacuation
document.

Low

Public
Disorder

Alarm, harassment and
distress. Injury.

Organisers, stewards,
contractors/organisations/
attendees.

Medium Experienced stewards within volunteer group and will report back or
deal as appropriate without putting in position of personal risk.
Information conveyed in safety briefing before event.
Alcohol provision by known contractors, and DPS will oversee. Drinks
will not be served to people obviously under the influence plus
adherence to the 4 licencing objectives and premises licence
conditions.

Low

Face Painting Allergy to paints Attendees and
contractors

Medium Erect sign: If child has allergy / skin condition then must not have face
painted. The traders (x) that we are hiring will ensure all
parents/guardians sign form re no allergy/giving permission.
Public Liability Insurance for £5m cover – copy to be provided to New
Milton Town Council.

Low

Cash
Collectors

Risk of theft / injury to
cash collectors

Organisers, stewards,
contractors/organisations/
attendees.

Medium Cash to be removed to secure area for counting and subsequent
banking.

Low

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16

Inflatable
activity slide

Falling / tripping/ colliding
with other users

Inflatable not secured
properly - accidents

Children or vandals
accessing generator or

fuel and causing fire
hazard or having accident

Attending children,
parents and operator,
stewards.

Medium
Medium
Medium

Management will ensure operator uses ADIPS or PIPA inspection schemes (or PUWER) – copy of their safety certificate provided ahead of event. Plus, copy of Public Liability Insurance for £5 million minimum.

The event organizer will ensure that the operator complies with all of the required Regulations – this includes sections on numbers, weight/size/age, footwear & cables plus the section on generators (diesel only permitted) and fuel storage.

Low

Low
Low

Stalls
(tombola, bric-
a-brac, books,
toys, etc)

Collapsing tables
Unsuitable goods

Organisers, stewards,
contractors/organisations/
attendees.

Medium All tables will be fit for purpose and not overloaded ahead of event
start time.

The event organiser will ensure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc. will be sold on any of the stalls.

Low

Music Noise pollution Organisers, stewards,
contractors/organisations/
attendees.

Medium Full compliance with all Noise/Music conditions. Family inclusive event , the sound being at an acceptable level to persons with neuro diverse

conditions, working with Environmental Protection Team at xDC as required.

If neighbours have an issue with noise during the event, then they can contact the hotline number and the occurrence will be remedied if reasonable and logged– tel.....

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17

Catering Units

Food hygiene breaches
may lead to food
poisoning
Fire at concession

Organisers, stewards,
contractors/organisations/
attendees.

Medium All units to be aligned as per site plan. Unauthorised vendors not permitted onto site. All vendors will have provided food hygiene certificates prior to event and display during the event, unless a voluntary/charity organisation.

Suitable storage facilities for chilled and frozen goods to be used. Food preparation areas to ensure adherence to good practice. Adequate washing facilities for all kitchen equipment to be provided by each caterer.

LPG to be limited to a maximum of one cylinder spare for each one in use at each unit. Unit operators to submit certification in advance that gas installation has been installed and checked within the last twelve months by a “Gas Safe Register” approved contractor.
All stalls using hot appliances will supply a fire extinguisher, which will range from Co2, H2o and Foam Extinguishers.

Low

COVID-19 Exposure to pathogen Organisers, stewards, contractors/organisations/ attendees.

Medium Hand sanitiser to be provided at all food and drink providers, with other stalls selecting to do the same.
Personal responsibility for good hand hygiene to be observed, given adequate provision of running water and soap at WC block on site.
Any updated Government advice will be followed.

Low

I hereby confirm that xx will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) x
Organisation: x Position: x

Signatures: Date: 21/03/2023