



FESTIVAL 2026 25/5/26

Full Event Risk Assessment & Safety Management Plan

Event Details

Event: DON'T PANIC Festival

Date: Monday 25 May 2026 (International Towel Day)

Location: Parade through Stalbridge ending at Stalbridge Recreation Ground, Dorset

Organiser: Guggleton Farm Arts CIC (GFACIC) THE GUGG

Event Type: Family-friendly, community, environmental, arts festival.

1. Event Overview & Purpose

DON'T PANIC celebrates the legacy of Douglas Adams, whose work *The Hitchhiker's Guide to the Galaxy* came into being in its first iteration in Stalbridge. The festival uses creativity, humour, storytelling and environmental awareness to encourage optimism, community agency and positive environmental action.

The event is inclusive and community-led, encouraging intergenerational participation and local pride while promoting sustainability and resilience. A celebratory event to promote a sense of civic pride and cohesion in a town that has seen much change over the last few years.

Main Event Elements

- Fancy dress community parade from The Hub car park
- Heritage England Blue Plaque unveiling at Lydden Cottage
- Live music and performance stage
- Environmental information and engagement stalls
- Science and innovation tent
- Storytelling and creative writing spaces
- Community art installations
- Local artisan and food stalls
- Youth and community performances
- Competitions and installations
- Live streaming with local school involvement

Activities conclude at teatime due to the following working day.

2. Legal Framework & Guidance

The event is organised in accordance with UK legislation and current Health and Safety Executive (HSE) guidance.

Key Legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR 2013
- Safeguarding legislation and GFACIC safeguarding policy

HSE Event Guidance Applied

Event planning aligns with current HSE event safety guidance, including:

- HSE Event Safety Planning
- Managing Crowds Safely
- Transport & Traffic Management at Events
- Fire Safety at Events
- Electrical Safety at Events
- Temporary Demountable Structures Guidance
- Slips and Trips Prevention
- Worker & Volunteer Welfare Requirements

Where applicable, additional requirements from local authorities and Safety Advisory Groups will be followed.

3. Event Timings

Site Access

- Site setup: 23–24 May 2026
- Event Day: 25 May 2026
- Pack-down: evening 25 May & 26 May

Programme (approx.)

- Parade assembly: 11:45
- Parade start: 12:00 unveiling of Blue Plaque 12:15
- Arrival at Rec: approx. 12:30
- Festival programme: 12:00–17:30
- Site closure: approx. 18:30

4. Attendance Profile

- Estimated attendance: 1,000–2,000 throughout the day
- Predominantly local residents
- Family audience including children and older attendees

Walking, cycling and shared transport are encouraged.

5. Event Management Structure

Key operational roles:

- Event Manager – overall responsibility DEANNE TREMLETT
- Onsite Safety Officer (competent person) JOHN STANLEY
- Safeguarding Lead DEANNE TREMLETT
- Parade Marshal Lead RACHELLE FREEGUARD and Stalbridge Youth Club

- Parking Manager (Volunteer Centre Dorset) PAUL WHITTAKER
- First Aid Lead DEBBIE BERNARD
- Volunteer Manager RACHELLE FREEGUARD
- Stage & Technical Manager WILL GEESON
- Environmental/Sustainability Lead SAM FORREST and ALEX PEACH
- Communications Lead PATRICK MALLOY

Event stewarding provided by volunteers, committee members and Army Cadets.

6. Volunteer Training & Briefing

All volunteers and marshals will receive:

- Safeguarding training
- Health & Safety training
- Stewarding and incident response briefing
- Emergency procedures briefing
- Communication protocols
- Crowd awareness guidance

Training delivered by committee leads prior to the event and reinforced via onsite briefings.

7. Risk Assessment Methodology

Risk scoring:

Likelihood: 1–5

Severity: 1–5

Risk score = Likelihood × Severity

Control measures reduce risk to acceptable residual levels.

8. Key Risk Assessments & Controls

A. Parade Route Safety

Hazards include traffic interaction, slips and child separation.

Controls:

- Stewards along entire route
- Crossing marshals
- Pre-event route inspection
- Lost child protocol
- Police/local authority liaison where required

Residual risk: Low

B. Crowd Management on Site

Hazards include overcrowding and congestion.

Controls:

- Open layout
- Multiple exits
- Queue management
- Continuous steward monitoring
- Crowd flow management

Residual risk: Low

C. Traffic & Vehicle Movements

Hazards include vehicle/pedestrian conflict.

Controls:

- Defined vehicle routes for entering and exiting Stalbridge.
- Controlled delivery windows for stallholders and suppliers – Quad bikes will be used to ferry supplies and no vehicles will be allowed onto the playing surfaces.
- Emergency access routes maintained by cones

Residual risk: Low

D. Parking & Neighbour Impact

Hazards include unsafe pedestrian movement and nuisance parking.

Controls:

- Field parking with marshals
- Disabled parking provision
- Residents informed in plenty of time. All music to cease at 6pm.
- Driveway cones provided for Park Road and Park Grove
- Pedestrian corridors established

Residual risk: Low

E. Slips, Trips & Ground Hazards

Hazards from uneven ground and cables.

Controls:

- Pre-event inspection
- Cable protection ramps
- Hazard marking
- Litter sweeps and Re-cycling Marshalls

Residual risk: Low to Medium depending on weather.

F. Temporary Structures

Hazards include structural failure or wind impact.

Controls:

- Competent contractors
- Supplier RAMS required
- Wind monitoring and evacuation triggers
- Safe erection and dismantling

Residual risk: Low to Medium depending on weather.

G. Electrical Safety

Hazards include electric shock and fire.

Controls:

- Competent installation
- RCD protection
- Generator fencing
- PAT testing
- Cable routing protection

Residual risk: Low

H. Fire Safety

Hazards from catering and electrical equipment.

Controls:

- No uncontrolled open fires
- Fire extinguishers at cooking points
- LPG safety controls
- Fire lanes maintained
- Emergency procedures established

Residual risk: Low

I. Medical Provision

Hazards include injuries or illness.

Controls:

- Professional first aid provider – St John's Ambulance
- Signed treatment point
- Radio contact
- Ambulance access maintained

Residual risk: Low

J. Safeguarding & Lost Children

Controls:

- GFACIC safeguarding code applied
- Safeguarding Lead on site
- Lost child meeting point
- Volunteer training
- Incident reporting procedure

Residual risk: Low

K. Severe Weather & Ground Protection

Hazards include high winds, heavy rain and pitch damage.

Controls:

- Weather monitoring
- Event modification or cancellation possible
- Ground protection measures – potential high traffic areas will be matted for accessibility and protection
- Post-event restoration plan

Residual risk: Medium → Low with controls.

L. Waste & Environmental Management

Controls:

- Reusable cup deposit system – or sponsored multiple use cups for free.
- Ban on single-use plastics
- Recycling & compost systems
- Waste stewards deployed
- Contractor waste removal
- Pre and post event environmental survey and post-event cleanup

Residual risk: Low

M. Water & Sanitation

Controls:

- Refill water points
- Portable toilets including accessible units
- Servicing schedule
- Hand sanitation provision

Residual risk: Low

N. Land & Biodiversity Protection

Controls:

- Vehicle route restrictions
- Habitat protection zones
- Post-event soil restoration
- Inspection & repair of surfaces

Residual risk: Low

O. Playing Field Protection

Controls:

- Restricted vehicle access
- Cricket square fenced
- Surface inspection post-event – the match pitch will be a picnic area in front of the main stage with benches provided. No fences will be removed.
- Organisers accept repair liability if damage occurs

Residual risk: Low

P. Food Vendor Sustainability & Safety

Controls:

- Preference for local sustainable vendors
- Allergen & hygiene compliance required
- Sustainable sourcing encouraged
- Surplus food redistribution planned

Residual risk: Low

Q. Alcohol & Glass Controls

Controls:

- No glass containers permitted
- Alcohol consumption monitored
- Family-friendly environment messaging
- Stewards intervene if necessary

Residual risk: Low

9. Emergency Procedures

Plans cover:

- Medical incidents
- Fire incidents
- Severe weather
- Crowd evacuation
- Lost child situations

Incident control coordinated by Event Manager and Safety Officer.

Emergency access routes remain unobstructed.

10. Post Event Restoration

- Full litter sweep
- Waste removal
- Inspection of grounds
- Repair of damage if required
- Removal of infrastructure

11. Cancellation & Adverse Weather Plan

Event may be modified or cancelled if:

- Weather creates unsafe conditions
- Ground damage risk becomes unacceptable
- Emergency services advise cancellation

Decision authority rests with Event Manager and Safety Officer.

12. Insurance & Liability

Organisers maintain:

- Public Liability Insurance

- Employer's Liability Insurance
- Event insurance cover

Playing Field Trust indemnified where required.

13. Required Supporting Documents (Held Separately)

- Event Management Plan - DEANNE TREMLETT and JON PAYNE
- Site Layout Map - PATRICK MALLOY and RACHELLE FREEGUARD
- Traffic & Parking Plan - PAUL and KATE WHITTAKER
- Emergency Plan - DEANNE TREMLETT and JON PAYNE
- Steward Handbook - RACHELLE FREEGUARD
- Safeguarding Policy - DEANNE TREMLETT
- Contractor RAMS - JON PAYNE

14. Outstanding Confirmations Required

Prior to approval:

- Attendance capacity confirmation
- Final site layout approval
- Police/local authority notification confirmation
- Toilet and servicing calculations
- Contractor documentation submission

15. Overall Event Risk Rating

Residual overall event risk: LOW, provided controls are implemented and monitored.