

Date:

Risk Assessment

Assessors Name:		Assessment Reference Number:		Review Date:	
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Endorsed By Name:		Signature		Position		Date:	
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Description of activity being assessed	General site activities for Event Bars & Catering at music Festivals.
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Location	Various
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Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Manual Handling	Employees.	2	3	6	M	<ul style="list-style-type: none"> • Mechanical aids are used to transport materials where possible. • Manual Handling will be used as the last option only. • Operatives are provided with information on safe lifting techniques. • Operatives are provided with regular breaks/ rest periods. • Employees are not to handle beer barrels or gas bottles, contractors only for this operation. • Ensure that Manual Handling activities and the need to use mechanical aids where possible is communicated to all employees at site induction. • Provide Manual Handling booklet to all employees. 			2	1	2	L

NOTE: See guidance notes before completing this Risk Assessment

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Fire	Employees, public, contractors and emergency services.	3	3	9	H	<ul style="list-style-type: none"> • Employees maintain a high standard of house keeping at all times in the bars and site cabins. • Smoking is banned in all bars and site cabins. • Fire Risk Assessment has been undertaken for all the site cabins and bars. Bars will not open until all out standing items on the Fire Risk Assessments have been completed. • All flammable waste is removed on a daily basis and not allowed to build up to hazardous levels. • Security fencing is fitted to the rear of the bars and around the site cabins to prevent access by unauthorised persons. • Fire Extinguishers are provided in all bars and in the site cabins. • Suitable means is provided for all employees to raise the alarm in the event of a fire or emergency. • All marquees used as bars are manufactured from fire retardant material. • No open fires will be allowed on site at any time. 			3	1	3	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
Slips, trips and falls on same level	Employees, contractors and public.	2	3	6	M	<ul style="list-style-type: none"> Employees are aware of the need to maintain a high standard of house keeping at all time. All employees are advised to wear suitable footwear at all times given the nature of the sites, open fields. All spillages are cleaned up as soon as possible. All floor coverings will be secured in position where possible. Any changes in level will be high lighted with hi-viz tape. Cables will be routed to minimise trip hazards to the lowest level possible. Where deemed necessary cables will be taped in position with hi-viz tape to reduce tripping hazard. All tent pegs and guide ropes on marquees will have hi-viz tape secured to them to make them as visible as possible. Communicate good house keeping & Slips, trips and fall prevention to all employees at induction. 			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
Environmental damage.	Local environment.	2	2	4	M	<ul style="list-style-type: none"> All employees are aware of the need to clean up all spillages as soon as possible. All employees will be briefed on the recycling policy for the site before starting work. All waste will be removed from site at the end of the festival. Where possible waste will be separated and recycled. Source recyclable products where possible. 			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	H				S	P	R	L
Injury by moving vehicle / plant	Employees, contractors and public.	3	3	9	H	<ul style="list-style-type: none"> • Only trained and licensed employees will operate plant / vehicles on site. • Drivers to sound horn and slow down when entering any building or marquee. • Site traffic management system will be observed by employees at all times. • Where there is a potential of injury to a person by reversing or manoeuvring vehicles / plant this will be done under the control of a banksman or other competent person. • Daily inspection sheets will be completed for all plant used on site. • Specific Risk Assessments will be undertaken for each item of plant. • Passengers will only be carried in vehicles which has factory fitted passenger seating installed. Seat belts will be worn where fitted. • Site specific traffic management plan and any other site rules for vehicles / plant must be communicated to all relevant employees at site induction. • Ensure keys are removed from plant and vehicles when not in use to prevent unauthorised use. • Where possible separate vehicle and pedestrian routes with barriers. 			3	1	3	L

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		S	P	R	H				S	P	R	L
Injury requiring first aid treatment.	Employees, contractors and public.	3	3	9	H	<ul style="list-style-type: none"> Suitable first aid provision will be provided on site at all times. The names, locations and how to contact one of the first aiders will be communicated to all employees at induction. First aid kits of suitable size will be provided on site at all times and checks undertaken to replace any used or out of date items. Ensure first aid and emergency arrangements are covered at induction for all employees and contractors. Display signage to show the names, contact details and locations of all the first aiders on site. 			3	1	3	L

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		S	P	R	H				S	P	R	L
Contact with electricity	Employees, contractors and public.	3	3	9	H	<ul style="list-style-type: none"> Only competent electricians will undertake any electrical installation or maintenance work. All tooling used will be of the lowest possible voltage and not more than 110volts. All portable electrical equipment will be PAT tested before use. Ensure all employees are aware not to undertake any repairs to equipment and that only electricians can undertake electrical installation / repair work. Undertake inspections of all cables for damage / wear before using them on site and replace / repair as necessary. Check all equipment for damage sustained in transit before being installed. 			2	1	2	L

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		S	P	R	M				S	P	R	M
Noise	Employees	3	2	6	M	<ul style="list-style-type: none"> Where employees will be working in bars close to speakers / music hearing protection will be provided. Bar employees will be rotated to reduce the amount of noise employees are exposed to. Where necessary suitable signage will be displayed warning of the hazardous noise level. Ensure the use of hearing protection is communicated to all affected employees before work starts. 			2	1	2	L

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		S	P	R	M				S	P	R	M
Violence to employees	Employees and contractors	3	2	6	M	<ul style="list-style-type: none"> Security is provided on all bars and entrance to the site cabins. All employees will be made aware of the procedure to follow in the event or threat of violence towards an employee or contractor. An event log will be maintained for all incidents of violence or intimidation. Ensure all employees and contractors are aware of the need to report and record all violence or threats. 			3	1	3	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	M				S	P	R	L
Food Safety & Welfare facilities.	Employees, contractors and public.	3	2	6	M	<ul style="list-style-type: none"> Suitable welfare facilities will be provided for all employees and contractors. All bar staff will be reminded to maintain a high standard of personal hygiene at all times whilst serving in the bars. Any employee handling food will have as a minimum a basic food hygiene certificate. All employees are aware of the need to maintain all toilets and washing facilities and report defects as soon as possible. Any person feeling unwell from food related illness will not be permitted to serve drinks or food. Ensure all employees serving food and drink are reminded to maintain a high standard of personal hygiene at all times. Display hand washing and personal hygiene signage in all bars. 			3	1	3	L

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		S	P	R	M				S	P	R	L
Injury caused by sub-contractor	Employees, other site contractors and public.	3	3	9	H	<ul style="list-style-type: none"> Only contractors who have been suitably assessed by a competent person will be used for any work. Copies of their relevant documents will be held on site at all times. All Risk Assessments and Method Statements will be reviewed and approved before allowing work to start. Onsite performance will be monitored on a daily basis. Ensure all contractors under go a documented site induction before undertaking any work on site. 			3	1	3	L

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		S	P	R	H				S	P	R	H
Bottled Gasses	Employees, other site contractors and public.	3	3	9	H	<ul style="list-style-type: none"> All bottled gasses will be used in accordance with the supplier's instructions. Smoking will not be permitted in close proximity to gas bottles in particular flammable gasses such as propane. Only competent persons will undertake the instillations gas bottles and appliances on site. Gas bottles to be secured in position to prevent them being knocked over. All gas connections will be of the correct type and pressure rating for the bottled gas to be used. Ensure all areas where bottled gasses are to be used or stored are well ventilated at all times. Ensure any smoking area is well away from bottled gasses. Ensure all gas appliances such as boilers are inspected on an annual basis as a minimum by a Gas Safe Registered engineer and records maintained. 			3	1	3	L

GUIDANCE NOTES

R = RISK

SEVERITY x PROBILITY = RISK

S = SEVERITY

P= PROBILITY

RR = RISK RATING, High, Medium or Low

RISK	SEVERITY
1-3 = Low	1 = Slight
4-6 = Medium	2 = Serious
7-9 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	LOW	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)
7-9	HIGH	Do not allow work to start and review working practices Immediately . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review)

I.D	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Person Responsible

Every effort has been made by JSV Events Ltd to ensure that the information given is accurate and not misleading, however we cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such information. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

Additional Comments

1. This Risk Assessment needs to be discussed with the employees before they operate the plant / equipment on site to ensure compliance with all control measures through their understanding.
2. Employees are to sign an acknowledgement sheet for their understanding of this Risk Assessment
3. The Risk Assessment is to be reviewed on an annual basis or sooner if changes are made to the plant or working practices or after an accident / near miss.
4. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document.

Assessors 1 Name:		Signature:		Date:	
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Assessors 2 Name:		Signature:		Date:	
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The named employees below have been briefed on this Risk Assessment and the relevant Method statement for the task / operation to be undertaken

The following items were covered

- | | |
|------------------------------------------|----------|
| 1. Risk Assessment | YES / NO |
| 2. Method Statements | YES / NO |
| 3. Plant information / manuals | YES / NO |
| 4. Training / License requirements. | YES / NO |
| 5. General site safety Rules | YES / NO |
| 6. COSHH | YES / NO |
| 7. Manual Handling | YES / NO |
| 8. Personal Hygiene | YES / NO |
| 9. Personal Protection Equipment | YES / NO |
| 12. Exposure to micro organisms | YES / NO |
| 13. Vehicle movement and traffic routes | YES / NO |
| 14. Occupational Health Noise | YES / NO |
| 15. Environmental / Spillage & Recycling | YES / NO |

Briefing undertaken by:	Name:	Sign:	Date:
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Position	
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We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment and the Method Statement.

Employee Name	Job Description	Date	Employee Comments / recommendations	Signature