

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	Small Festival Risk Assessment (template)
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Location	
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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		
Event Organisation	All persons at the event					<ul style="list-style-type: none"> Roles and responsibilities have been allocated. Site plans are in place highlighting the location of all structures, occupancy, emergency routes and equipment. Vendors are only permitted to set up in allocated area. Key contact details provided to all relevant persons. Event Safety Management plans are provided to the local Safety Advisory Group (SAG) when required. Licenses are in place as required. The event is organised with guidance from The Purple Guide. Risk assessments are in place for each activity/ event / task completed by the events team / staff. The numbers attending the event will be estimated to ensure additional requirements under Martyn's Law (when required). Insert additional controls as required. 								

NOTE: See guidance notes before completing this Risk Assessment

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Use of Contractors & Vendors	Festival Goers Employees Contractors					<ul style="list-style-type: none"> All contractors / and vendors will be vetted to ensure they have the necessary skills / competency, appropriate health and safety documentation and insurances in place. A principal contractor will be in place (where required). Event inductions are completed for all contractors and vendors. Site rules are provided to all contractors and vendors. Spot checks will be completed during assembly, dismantling and during the event to ensure contractors and vendors are working to the RAMS supplied. Insert additional controls as required. 								
Emergency Procedures	All persons at the event					<ul style="list-style-type: none"> Evacuation plans / procedures are in place. Emergency action plans are in place for all foreseeable incidents, with clear step-by-step instructions. A communication plan is in place, which will be shared and understood by all key staff and contractors on site. All incidents will be coordinated through the events office. A means of communication between teams will be provided and tested before the event. All persons allocated roles are trained on emergency procedures. A public address system will be available so all persons can hear emergency instructions. Insert additional controls as required. 								

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Temporary Structures	All persons at the event					<ul style="list-style-type: none"> Construction phase plan completed by the principal contractor, with roles allocated. RAMS in place for all activities. Site visit completed with key contractors before the event / set-up. Vendors / exhibitors do not assemble / dismantle any temporary structures, all requirements to be installed by selected key contractors. No ground works are to be completed without permission of the events management team. All services / utilities (including overhead) are identified before structures are erected, site plans are accurate and up to date. Cable avoidance tools are always used in addition to utility drawings. Marquees are installed as per MUTA best practice guidance using competent contractors, structures are formally handed over from the contractor with an inspection check list. During erection / disassembly of any temporary structure (for all contractors) the area is restricted to prevent unauthorised access, with barriers used where necessary. Insert additional controls as required. 			2	2	4	M

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Work at Height & Lifting Equipment Including set-up / assembly	All persons present during set-up, during the event and dismantling					<ul style="list-style-type: none"> Whenever possible all work should be completed at ground level. All contractors are to provide RAMs which will be vetted by the principal contractor and events management team. Contractors must demonstrate that they have followed the work at height hierarchy of controls. Relevant certificates must be provided for all operators using access equipment (IPAF/ PASMA). A LOLER certificate must accompany all lifting equipment. All lifting activities are approved, with RAMS, a lift plan, as well as a trained appointed person present. Vendors are not permitted to assemble any temporary structures, this is provided for them. All vendors must inform the events management team if they are required to work at height and provide a risk assessment. Work at height for event staff is limited to stepladders and avoided where possible. A risk assessment has been completed, and all staff have been provided with training. When work at height is required, the area must be restricted to prevent unauthorised access. Insert additional controls as required. 						
Rigging	All persons in the immediate area during set-up, during the event and dismantling					<ul style="list-style-type: none"> All rigging is designed, installed and dismantled by the approved competent contractor (and authorised person) who is NRC qualified. All rigging / equipment is provided by the contractor. RAMS provided by the contractor and held on site. Rescue plans are provided. No adjustments are authorised by any other person, other than the competent contractor. Equipment is subject to a formal handover, handover documents to be provided, including LOLER inspections. 						

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Traffic Management	All persons at the event					<ul style="list-style-type: none"> • Traffic management plan in place for the whole event, including set-up days with traffic management contractors used for the event. • Clear designated pedestrian routes in place. • Speed limits are in place. • Loading and unloading to be completed only at permitted times and in permitted areas. • Authorised to drive forms in place for smaller vehicles (golf buggies). • Vehicle entry into festival areas are strictly controlled. • One-way system in place to avoid reversing. • Passengers are only to travel in vehicles to accommodate passengers with the appropriate restraint. This is highlighted in the site rules. Ongoing monitoring in place. • All drivers, passengers / those involved in transport activities to wear high-vis vests as per the site rules. • Staff are easily identifiable to spectators. The event will be suitably staffed for the numbers expected. • Maximum numbers in place with ticket sales. • Entry and exit points are clearly identifiable, well-lit and signposted. • Insert additional controls as required. 								

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Security	All persons at the event					<ul style="list-style-type: none"> External security contractor provided. A risk assessment / pre-event evaluation has been completed to identify requirements, such as physical infrastructure, surveillance, number of specialist personnel, bag searches, screening checks etc. The security company contracted is SIA (Security Industry Authority) registered. A zero tolerance policy is in place for drugs. Temporary CCTV will be hired for the event. Insert additional controls as required. 						
Overcrowding	All persons at the event					<ul style="list-style-type: none"> Entry is only permitted to ticket holders. A maximum of (insert) tickets will be sold for the event. Clear signage in place to highlight entry and exit points. Entry and exit routes have been risk assessed. Fencing is in place. SIA registered security teams are provided. Security teams have been provided with information / instruction. Written arrangements are in place for the analysis, planning and operation of crowd control. Performance stages are designed for maximum visibility for festival goers. Additional resource implemented at opening times, queues are monitored. Insert additional controls as required. 			2	2	4	M
Lost Children	Children & Parents					<ul style="list-style-type: none"> Arrangements in place for the safe care of children until such time that they can be reunited with their parent or guardian. A clearly advertised point for information on lost children is available. There are at least two adults that have the appropriate checks in place looking after any lost children. Children are not left with just one adult. A safeguarding policy is in place. All incidents are logged and all details are recorded. Insert additional controls as required. 						

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Electrical Supply & Safety	All persons at the event					<ul style="list-style-type: none"> • Temporary mains electrics are installed and tested by the approved competent NICEIC electrical contractor. No other person is permitted to complete any electrical work, under any circumstances. • All equipment has the correct IP rating. • Appropriate circuit breakers in place. • Generators will be installed as per the manufacturers guidance completed by a competent person. • Portable electrical equipment has a pre-use check before the event to ensure it is in good condition. • PAT in place. • All vendors are requested to demonstrate PAT on their equipment. • Charging of EV vehicles, scooters or similar equipment is only completed in authorised areas that are clear of combustible and has been risk assessed. • Insert additional controls as required. 								

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Fire	All persons at the event					<ul style="list-style-type: none"> • A fire risk assessment will be completed before the event, which includes the temporary structures. • Temporary structures have the appropriate fire rating specification. • No pyrotechnics, lasers, fireworks or special effects will be used. • Designated smoking areas and bins provided. • The area is free of dry cut grass and other easily combustible materials. • No naked flames or cooking equipment other than those provided by the professional caterers. No BBQs or cooking permitted by festival goers. • No petrol generators on site. • Firefighting equipment for putting out small fires will be available throughout the site. Nominated persons have been trained on extinguishing equipment and have been instructed on the rules on when to attempt to fight a fire. • A sufficient number of trained fire marshals are in place. • Fire exits are clearly marked, well-lit and free from obstruction. • Insert additional controls as required. 								

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LPG / Cooking	All persons at the event					<ul style="list-style-type: none"> Ensure that fixed LPG and other equipment as required is serviced and subject to a safety check every 12 months by a gas safe engineer. The location and use of LPG on the site has been assessed. <p>All vendors are provided with site rules, which must be complied with, this includes:</p> <ul style="list-style-type: none"> Propane cylinders are kept to a minimum, stored outside, upright, and are chained (or in a designated cage). Cylinders are stored away from other combustibles. Equipment is on a maintenance program, hoses and regulators are replaced as required. All persons changing cylinders must be competent to do so. Equipment is checked before use. Insert controls as required. 								

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First Aid	All persons at the event					<ul style="list-style-type: none"> Event medical cover has been purchased from St John Ambulance. First aid points will be provided, with clear signage. There will be agreed emergency service routes into the site which will be clear of obstructions and readily accessible at all times. All event managers are trained in first aid. Accidents / incidents will be recorded and elevated from trends, and patterns. Last year's accident records to be reviewed before the event. Insert controls as required. 						
Weather	All persons at the event					<ul style="list-style-type: none"> Shaded areas will be provided. Water is freely available throughout the event. Precautions / advice to be provided to festival goers through email / social media relating to weather conditions. Weather conditions (heat, lightning, wind speed) will be monitored before and during the event with the emergency plan activated as required. Specific areas on site which have a higher risk of strong winds and water collection will be closely monitored and use of the area risk assessed. All structures must have design specifications available for wind loads (including smaller structures such as gazebos) and must be monitored. All event staff will be provided with sunscreen, sufficient breaks, cold / hot drinks and access to welfare facilities. During heat waves a further risk assessment will be made. During periods of inclement weather suitable clothing / PPE will be provided. Information and training will be provided to event staff relating to the weather conditions and control measures required. Insert controls as required. 						

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Slips & Trips & Lighting	All persons at the event					<ul style="list-style-type: none"> The ground will be surveyed before the event, any holes in the ground causing a risk will be filled. All pedestrian routes will be well-lit. Temporary lighting is provided where required, positioned to avoid slip and trip risk. Including during installation and dismantling where required. Slip-resistant flooring provided where there is hard flooring. Regular inspections are completed during the event, with more frequent inspections during busy periods. Slip and trip accidents are investigated immediately. Barriers provided where required to prevent access to unauthorised areas. Steep slopes / changes in level are protected with barriers. Any steps and matting are provided with edge definition where required. Handrails provided on stairs. Insert additional controls as required. 								

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Bars	All persons at the event					<ul style="list-style-type: none"> Contracted service. Challenge 25 policy in place for the event. Customers who are intoxicated will not be served. Plastic glasses provided. SIA security in place for the event. Risk assessments provided from each vendor. Insert additional controls as required. 			2	2	4	M
Food Stalls	All persons at the event					<ul style="list-style-type: none"> Contracted service. The food hygiene rating and registration is checked for all food businesses at the event. Vendors are requested to document safety management procedures (safer food better business). Allergen information is provided and products are clearly labelled. Insert additional controls as required. 						
Litter	All persons at the event					<ul style="list-style-type: none"> Contract cleaners are in place throughout the event. Cleaning company to provide necessary PPE, equipment and risk assessments. Waste skips / bins are secured / access is restricted. Adequate facilities will be provided. Insert additional controls as required. 						
Facilities	All persons at the event					<ul style="list-style-type: none"> A suitable number of temporary toilets and washing facilities will be provided for the numbers attending. Cleaning and monitoring schedules in place. Contract cleaners in place COSHH assessments and risk assessments have been provided. Enhanced cleaning during peak periods. Cleaning products are not stored in public areas. Wet floor signs used as required. Legionella risk assessment in place. Private water supplies have been sampled / tested. Insert additional controls as required. 						

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Noise	Staff Contractors Festival Goers					<ul style="list-style-type: none"> • Specific noise risk assessments to be completed for all music, bands, DJs etc. • All performers are made aware of the maximum permitted noise levels. • Spot checks on noise levels are in place throughout the event. • Equipment is maintained and set-up to avoid risks for those working in the immediate area. Loudspeakers are located to avoid excessive noise levels for all those working in the area and festival goers. • All those exposed / working in noisy areas (engineers, security, bar staff, production teams etc.) will be provided with appropriate hearing protection and information. • Arrangements in HSG260 and HSE L108 will be followed. • Insert additional controls as required. 									
Hazardous Substances	All persons at the event					<ul style="list-style-type: none"> • All vendors to produce a list of substances they will be using. The use of hazardous substances will be reviewed and authorised by the events team. • Vendors to provide COSHH assessments before the event. • Bunds and spill kits to be provided as necessary. • No hazardous substances are used in public areas during the event. • Additional storage arrangements to be made for any flammable or hazardous substances as required and as authorised by the events team. • Fire risk assessment in place. • Insert additional controls as required. 									

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Inflatables	All adults and children using inflatables. Operators.					<ul style="list-style-type: none"> All inflatables are to be registered under the PIPA / ADiPs scheme. Tags to be checked before the event. Wind speeds are monitored throughout the event. Appropriate supervision will be provided by the vendor. All inflatables will be set-up as per the manufacturers guidance, risk assessments will be vetted before the event. Insert additional controls as required. 								
Funfair Rides (individual rides) / amusement Devices	All adults and children using the ride Operators. Other contractors.					<ul style="list-style-type: none"> All amusement devices will be checked to ensure they are certified under the ADiPs scheme. Individual ride operators are subject to a contractor vetting process. RAMS requested and vetted before entry onto site by the principal contractor. Construction phase plans will be completed. Guidance from HSG175 will be followed. A separate risk assessment for operation during the event will be provided and vetted by the events team. Rides will be monitored at all times. Ride rules will be provided and strictly enforced. Insert additional controls as required. 								

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Camping Use of Field	All persons at the event					<ul style="list-style-type: none"> The ground has not been for as animal pasture for over 3 weeks, all obvious animal droppings were removed at the beginning of this period (over 3 weeks ago). Vegetation is cut back. Designated areas provided for campers, maps in place with signage and high-level area indicators. Site security to patrol area as per risk assessment. No vehicle access permitted. Facilities provided at the camping area. No fire pits, heaters or BBQs permitted. Advice on site rules, safety information and maps are provided before the event, including the dangers of CO2. Fire risk assessment in place. Welfare teams in place to support festival goers. No water risk (rivers / lakes) are present. Insert additional controls as required. 						

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Verbal and Physical Abuse	All staff, Contractors and Festival Goers.					<ul style="list-style-type: none"> Security will be provided, the company contracted is SIA (Security Industry Authority) registered. All event staff are trained in deescalation techniques and conflict management. All incidents are to be reported and recorded. Separate policy and risk assessment in place. Communication system in place. Lone working is not completed by event staff. Any lone working would be subject to a separate risk assessment. Insert additional controls as required. 			2	2	4	M
Manual Handling	Event staff					<ul style="list-style-type: none"> All event staff are provided with manual handling training. Manual handling aids, such as trollies, and sack trucks are provided. Items are delivered as close as possible to the point of use (where safe to do so). Specific manual handling assessments are completed as required. Insert additional controls as required. 						
Working Conditions	Event Staff					<ul style="list-style-type: none"> Jobs will be rotated to prevent fatigue. Working hours are monitored to ensure hours are not excessive. Adequate breaks are provided, in an areas that will allow staff to warm / cool down as required. Welfare facilities provide an area to eat meals at a table with chairs (with a back rest). Access to toilets, changing and washing facilities are readily available. Supervision is in place. Insert additional controls as required. 						

GUIDANCE NOTES

R = RISK

S = SEVERITY

P=PROBABILITY

RR = RISK RATING, High, Medium or Low

SEVERITY x PROBABILITY = RISK

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

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Additional Comments

1. This Risk Assessment needs to be discussed with the employees and volunteers before they operate the plant / equipment on site to ensure compliance with all control measures through their understanding.
2. Employees and volunteers 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 (insert / delete as required):

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| 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 microorganisms | 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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