

GENERIC RISK ASSESSMENT

ACTIVITY COVERED:	EVENTS (GENERAL) Llandough C.C. Fete		
Reference No:	023	Version:	1.0

GENERAL HAZARDS	Risk Rating			Who at Risk	
	Low	Med	High	Employee	Public
Crowd control (crushing, capacity, etc.)					
Electrocution					
Slip and Trips					
Fire and emergency evacuation requirements					
Noise					
Stalls					
Structure Collapse (stages, seating areas, scaffolds)					
Bouncy Castle/s					
Calor Gas for Tea machine					
Magician (Child Protection)					
Car Park					
Pop group Power Generator					

PRIMARY LEGISLATION/REFERENCES:
Health and Safety at Work (NI) Order 1978, Management of Health & Safety at Work Regulations (NI) 2000
Provision and Use of Work Equipment Regulations (NI) 1999
Workplace (Health Safety & Welfare) Regulations (NI) 1993 & Noise at Work Regulations (NI) 1997
HSG 195 The Event Safety Guide (HSE Books) & HSG 154 Managing Crowds Safely

CONTROL MEASURES	Check
PLANNING:	
An event safety plan with an appropriate emergency procedure should be drawn up particular to the event and communicated to all those involved in working or performing.	
The Emergency services must be made aware of events when the risk assessment identifies this as being appropriate. Liaison with the Emergency services carried out by the Event Coordinator.	
Where the event includes an activity with a special or higher risk (eg Fireworks, pyrotechnics or lasers) then competent operators should be employed. Such operators should be included in planning meetings to assess the risks and actions required to remove or reduce risks to an acceptable level in line with any relevant HSE guidance. This information will be included in the risk assessment documentation and safety plan.	
PHYSICAL:	
Crowd control: Establish maximum capacity and access controls. There should be an appropriate number of exits for the anticipated audience together with a sufficient number of personnel to manage crowd safety	
Electrical equipment: Should be of the appropriate type, cables safely routed and protected together with RCDs and the equipment itself protected from tampering (e.g. public exclusion), once in-situ the equipment should be tested; Contractor/performer certificates of compliance checked	
General Injuries: The likely source of injuries should be identified (e.g. lasers, fireworks, collapse of structures) and removed or satisfactorily reduced (e.g. banning glass products, following appropriate guidance for the selection and use of operators and equipment together with certification for temporary structures	
Fire: Combustible materials should be controlled (e.g. litter control); fabric structures appropriately, fire rated, procurement of the appropriate type and number firefighting equipment, LPGs stored and used correctly. Emergency access/egress routes confirmed and maintained.	
Slips and Trips: Access routes, audience areas and facilities should be checked for slipping and tripping hazards (kerbs, poor or uneven surfaces, cables, steep slopes etc.) and danger areas cordoned or otherwise made safe.	
MANAGERIAL/SUPERVISORY:	
Each event will have a responsible person identified who will be responsible to ensure that the necessary arrangements to ensure the safe and smooth running of the event. The event coordinator to liaise with all responsible persons.	T
A briefing must be held with stall holders before the event and should include these items together with clear instructions on areas of responsibility.	

TRAINING:	
Specific training needs should be identified and met at an early stage depending on the type of event.	
REVERSING VEHICLES. The reversing of vehicles should be restricted to a minimum. Where it has to occur, ensure there is someone to guide the driver, Operate a one way system wherever possible	

SITE/TASK SPECIFIC RISK ASSESSMENT

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:	
Max number of people involved in activity:	
Frequency and duration of activity:	

Additional hazards identified (whether site or activity orientated):

Additional control measures required:	Who to action and by when:
Ensure that all contractors are checked, equipment has been maintained	

Assessment of remaining risks:	Low	Medium	High

Circumstances which may require additional information:
Age orientated events i.e. very young or very old .Disabled attendance(Inc. access/egress), particularly where such attendance is likely to be high

Circulation of risk assessment:					
Operative:		Manager/supervisor:		Other:	

Assessment completed by:
