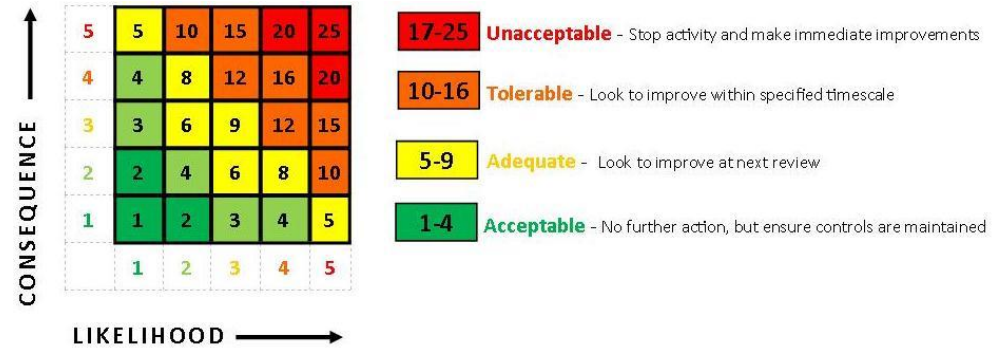


Event Risk Assessment

Likelihood			Consequence		
1	Very Unlikely	1 in a million chance of this hazard occurring	1	Insignificant	No injury
2	Unlikely	1 in 100,000 chance of this hazard occurring	2	Minor	Minor injuries needing first aid
3	Fairly Unlikely	1 in 10,000 chance of this hazard occurring	3	Moderate	Up to 3 days absence from work
4	Likely	1 in 1000 chance of this hazard occurring	4	Major	More than 3 days absence
5	Very Likely	1 in 100 chance of this hazard occurring	5	Catastrophic	Death



EVENT:		LOCATION:		DATE:		REVIEW DATE
ASSESSOR:		DATE OF EVENT:		SIGNED:		

HAZARDS IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX L X S = R			FURTHER RISK MANAGEMENT	RESIDUAL RISK INDEX			DATE COMPLETE & SIGNED
			L	S	R		L	S	R	
SLIPS/TRIPS/FALLS	Staff Volunteers Public Visitors	Regular inspections of all relevant areas carried out	3	3	9	<ul style="list-style-type: none"> Keep all pathways clear and ensure all wires, equipment etc is set up correctly not causing any trip hazards. Safety officer to check sites before opening. Regular inspections of all areas 	2	3	6	
CRUSHING (Crowd)	Staff Volunteers Public Visitors	<ul style="list-style-type: none"> Main risk area will be around Tour Series circuit – controls by means of barriers and a carefully evaluated stewarding plan Lower risks at Henrietta Park & RVP for family and Sportive events but B&NES staff & stewards will be present 	3	5	15	<ul style="list-style-type: none"> Ensure all staff and volunteers are fully briefed of emergency procedures Site evacuation plan in place Access points around site to enable speedy evacuation Regular monitoring of crowd 	2	5	10	
TEMPORARY STRUCTURES	Staff Volunteers Public Visitors Contractors	<ul style="list-style-type: none"> Competent contractor used for installation of marquee at RVP Sign off of marquee by contractor Gazebos to be weighted in all four corners and staked where necessary Structural integrity checked by Building Control as part of SAGE process. 	3	4	12	<ul style="list-style-type: none"> Safety inspection of all structures including gazebos Regular monitoring of weather conditions Dismantle gazebos if weather conditions become adverse – i.e. winds approaching 24mph or as per manufacturer’s technical instructions 	2	4	8	

EXPOSURE TO VIOLENT SITUATIONS	Staff Volunteers	- Employment of security personnel.	3	4	12	- Stopping work if situation deteriorates. - Removal of high visibility jackets and moving away from the area.	2	4	8	
ADVERSE WEATHER CONDITIONS	Staff Stewards Volunteers Visitors	- Work to stop if conditions bad or too hot - First aid cover with paramedics - Monitor local weather reports prior to event day and plan accordingly - Sunscreen available from welfare kit for employees - Shaded areas available for rest. - Weather monitored in the preceding weeks, site managed to prevent damage to ground.	3	2	6	- Event staff to monitor site conditions, and to have authority to stop activities on site in the event of severe weather constituting a risk to health and safety of those on site until conditions improve - Ensure supply of water/bottled water available at Information Point/Event control - In case of hot weather - Make regular announcements on PA about applying sun block/screen especially for children. - Ensuring employees are checked whilst working in extreme or prolonged situations & have adequate breaks. - Removal of persons affected by extremes of weather.	3	1	3	
VEHICLE MOVEMENT	Staff Volunteers Public Visitors Contractors	- Public access to be maintained for public use - Event Staff to monitor ground conditions and specify additional protection/exclusion as required. - Contractor to be informed of site restrictions/site rules. - Clear pathway for emergency vehicles.	3	5	15	- No vehicles to be allowed to move during events – n.b. Henrietta Park where children will be present - Monitor all works during build, event, and break down. - All vehicles to check in with steward when accessing the parks – RVP or Henrietta Park. - All large vehicles to only reverse with assistance of a banksman.	2	5	10	
SPORTS PARTICPATION	Visitors	- Qualified medics presence on site - All activities are supervised by suitably qualified staff and risk assessments in place.	3	3	9	- Ensure regular H&S inspections of all areas - Medical facilities available en route of sportive	2	3	6	
CHILD PROTECTION	Visitors Public	- Activity deliverers are DBS check or are supervised by DBS checked event staff - Designated Lost Children Area and Lost Children member of staff assigned	3	3	9	- Event Staff, Contributors and First Aid staff briefed on Child Protection procedures - 2 x DBS staff provided by Safe & Sound	2	3	6	
FOOD POISONING	Staff Volunteers Public Visitors	- All traders have to provide in advance copies of food hygiene certification, details of training and risk assessments - Toilets have hand washing facilities - First aid post on site - Drinking water available	3	4	12	- Ensure toilets are kept clean - Ensure water supply is constant - Monitor food traders hygiene practises	2	4	8	
MANUAL HANDLING	Staff Volunteers Contractors	- Event staff informed not to lift anything on own and if in doubt not to move - Contractors will be working under their own H&S policies - Core Event Team have completed Manual Handling training	3	3	9	- Monitor work being carried out on site. - Mechanical aides used where possible	2	3	6	

WASTE DISPOSAL	Staff Volunteers Public Visitors	<ul style="list-style-type: none"> - Rubbish bags and bins provided - Contractors and contributors to be responsible for clearance of their areas - Site signed off as clean by BANES - Bins and sacks provided around site 	4	2	8	<ul style="list-style-type: none"> - Ensure litter bins are regularly emptied - Ensure toilets are cleansed - Ensure water supply is constant - Ensure litter bins are emptied - Contributors and traders supplied with bags and encouraged to tidy area before leaving - Litter pickers employed to tidy area throughout the event. 	3	2	6	
FIRE IN REGISTRATION AREAS or in CONCESSIONS	Staff Volunteers Public Visitors Contractors	<ul style="list-style-type: none"> - Incident & Evacuation plan drawn up and circulated - Minimum 4m pathways to allow access for emergency services. - Use of trained security and stewards, advised of location of fire point location. - Gas canisters of traders contained within the unit therefore away from potential tampering. - Caterers agree to comply with current legislation and have provided their gas safety certificates and are trained in fire safety. 	3	5	15	<ul style="list-style-type: none"> - Fire point location clearly outlined on site map - Any rubbish build up removed immediately by dedicated waste removal services throughout the event - Concessions to provide own fire risk assessments & waste disposal arrangements - All road closures will be removed to allow access to emergency vehicles. 	2	5	10	
STAFF SHORTAGES	Staff Volunteers	<ul style="list-style-type: none"> - Clear deputies identified for key roles in EMP - At least two people know the detail plans for every element of the event - Event Management Plans and key documents in folder held at Event Control 	2	1	3	<ul style="list-style-type: none"> - EMP's/TMP for Tour (Sweetspot), Tour (B&NES), Sportive and Family Rides provided. 	2	1	3	
NOISE	Staff Volunteers Public Visitors Contractors	<ul style="list-style-type: none"> - Speakers face away from houses where possible - Residents and local businesses consulted 	4	1	4	<ul style="list-style-type: none"> - Noise levels monitored 	3	1	3	
DISABILITY DISCRIMINATION	Public Visitors	<ul style="list-style-type: none"> - Site is accessible for wheelchair users - Inclusive activities available - Disabled toilets available at RVP & Henrietta Park 	2	1	2	<ul style="list-style-type: none"> - Additional facilities provided at Henrietta Park 	2	1	2	
MEDICAL EMERGENCY	Staff Volunteers Public Visitors Contractors	<ul style="list-style-type: none"> - All stewards are assigned number and are marked on the site plan – stewards to report back to emergency number via their assigned number. - First Aid cover provided by experienced qualified medics - Clearly identifiable first aid points - Emergency procedures in place - Regular H&S inspections of all areas 	3	5	15	<ul style="list-style-type: none"> - Route is accessible to emergency vehicles at all times. - Medical facilities available for all events including en route for Sportive 				
CANCELLING THE EVENT	Staff Volunteers Public Visitors Contractors	<ul style="list-style-type: none"> - Cancellation procedure in place 	1	1	1	<ul style="list-style-type: none"> - Cancellation would be in the interest of public safety. - Incident media plan in place 	1	1	1	