

'THE BIG EVENT' RISK ASSESSMENT 2019


**BOTUS FLEMING
PARISH COUNCIL**



PART A. ASSESSMENT DETAILS:

Area/task/activity: 'The Big Event' – (Summer Fete)

Location of activity: Recreation Field, Hatt, PL12 6PL

Contact details:	David Edwards 07889 177797	Name of Person(s) undertaking Assessment:	David Edwards
		Signature(s):	
Date of Assessment:	15/05/2019	Date of Assessment Review:	09/06/2019
How communicated to staff:	Pre-event meetings and distributed electronically to volunteers	Date communicated to staff:	15/05/2019

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 - Identify significant hazards	Step 2 - Identify who might be harmed and how		Step 3 - Identify precautionary measures already in place
List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Vehicle movement e.g. car parking etc.	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing. Injury from falls from the vehicle	<ul style="list-style-type: none"> Entrances to car park/car parking area to be marshalled (hi viz vests to be worn) and kept clear at all times Parking spaces limited and will be reserved for elderly visitors or those with disabilities Public has been advised of limited facilities and asked to walk or be dropped off by neighbours Route for emergency access will be maintained at all times Locations of stalls & displays identified on plan & ground Emergency vehicle access designated and kept clear Dry Powder Fire extinguisher, water buckets & fire blanket available
People Movement	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Tripping hazards Uneven ground Collision with fixed objects Illness or accident	<ul style="list-style-type: none"> Electric cables located near pavilion, kept behind relevant stalls & fencing and out of pedestrian walkways Signs warning of uneven ground Displays of equipment are static Stationary engines will be fenced Cones will be placed round display 'dance floor' and dancers warned that they do so at their own risk Pedestrian walkways kept clear Two First Aiders on site and can be summoned via hand held radios In event of serious injury/illness emergency services will be summoned via 999 as normal

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Food Hygiene	Parish Council members Volunteers Organisers Visitors Members of the public	Contamination Hand/utensil washing Allergies Ice cream	<ul style="list-style-type: none"> • Individuals with Food Hygiene Training & certification will be managing the refreshment stalls • Full food hygiene requirements will be implemented • No nuts will be allowed in food preparation area • Independent suppliers of food or drink will be asked to show a copy of their relevant food hygiene certification • 'No Smoking' signs will be placed in the food preparation & sale areas
Hot drinks	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Scalding	<ul style="list-style-type: none"> • Notices to be placed warning of hot water or drinks • First Aiders immediately available in event of accident
Electricity	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Users risk electric shock or burns from faulty equipment or installation	<ul style="list-style-type: none"> • Generators only – no mains. All to be inspected and fuelled by a responsible person • Portable electrical equipment visually checked by users before use • All Parish Council owned portable appliances (kettles, vacuum cleaners etc) PAT tested annually • Any extension cables to external appliances are suitably waterproofed and protected • Any cables to be suitably routed to prevent trip hazard

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Alcohol	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Excessive consumption Underage consumption Unruly behaviour	<ul style="list-style-type: none"> • Temporary Events Notice (TEN) obtained • Experienced and responsible staff in charge of the Alcoholic Refreshments tent • Proof of Age will be required if age in doubt • The Police will be summoned on telephone number 101 if PLH and Marshalls cannot handle unruly behaviour
Stored equipment i.e. trestle tables, chairs, play equipment etc	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Collapsing stacks could injure users	<ul style="list-style-type: none"> • Nesting chairs stacked no more than *8 high • Nesting tables stacked no more than* 6 high
Manual handling - Movement of equipment, stage units, furniture, play equipment etc.	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Users may suffer strains, back pain etc. if they attempt to lift and carry equipment that is too heavy or awkward to handle	<ul style="list-style-type: none"> • Trolleys are available for use to move heavy equipment and all users are informed where they are kept and have access to them • All personnel will be reminded of correct lifting techniques • Gloves are recommended for use when moving or handling furniture and equipment

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Fire	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Fatality, serious burns, smoke/toxic fumes inhalation	<ul style="list-style-type: none"> • No Buildings at venue – Large Marquee has open sides. • Food prepared by professionals in vans with own insurance • Wide open space - escape routes not an issue – rendezvous points will be notified • Appropriate fire extinguishers will be held in Admin Tent • Inform Event organiser • Contact Fire Service via 999 system
Hot weather conditions	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Heat exhaustion, Sunburn	<ul style="list-style-type: none"> • Adequate areas of shade available (under trees, tents, under canopies etc.) • Regular breaks for marshals and volunteers involved in activities • Adequate first aid facilities in place • Reminders to the public about safe exposure to the sun over the PA system • Adequate supplies of drinking water available • All those involved in the event (volunteers, organisers, marshals etc) to be briefed on the need to protect themselves against over exposure to the sun, how to spot the symptoms of heat exhaustion and the facilities in place on the day so that they can react to and manage situations if necessary

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
The use of bouncy castles and helter skelter during event	Children using the attraction	Injury due to misuse of the attraction	<ul style="list-style-type: none"> • Check the attraction providers have suitable safety arrangements in place i.e. risk assessments, method statements, records of equipment maintenance, proof of EU compliance, adequate public liability insurance cover (minimum £5,000,000 indemnity) • Carry out a risk assessment of the supervisory levels necessary • Restriction (height/age) on those who can use the attraction • Attraction to be securely anchored, particularly during windy conditions • Brief all relevant people on the importance of rigorous supervision • Clarify all areas of responsibility • Ensure adequate marshals are available, allow for breaks • Folder in place for event documentation • Compliance with advice given for the HSE by the 'British Trampoline Association (bouncy castle) • Advice from following web site followed http://www.pipa.org.uk/ N.B. All of the above should be provided by the attraction provider but should be checked by the event co-ordinator
First aid provision	Cornwall Training – Two (2) First Aiders Parish council members Volunteers Visitors members of the public	Any of the injuries referred to in the risk assessment document	<ul style="list-style-type: none"> • First aid needs risk assessment carried out to determine the level of first aid cover required • Sufficient trained first aiders on site to deal with likely injuries • Sufficient first aid boxes, fully stocked with in date first aid items • Telephones available to call emergency services. Access to landlines and mobile telephones available (mobiles fully charged with sufficient credit and good signal) • Signage informing public where first aid is available is clearly displayed

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Disposal of waste	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Vermin Infestation Public hygiene Hazardous waste (light tubes, paints, oils etc.) Slips and trips	<ul style="list-style-type: none"> • Waste disposal procedures risk assessed • Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day • All relevant people to be briefed on arrangements • Arrangements in place to clear site of litter and refuse after event • Special containers for glass
Access for emergency services	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Emergency vehicles being unable to access the venue/site. Possible collision with people or vehicles	<ul style="list-style-type: none"> • Ensure emergency exits for vehicles as well as pedestrians are accessible at all times • Ensure adequate number of traffic marshals are available to monitor and co-ordinate • Brief the event team and any external parties (caterers, attraction providers etc.) of the need to keep this route clear • Use of hi viz tape to mark out the area where possible • Arrange appropriate co-ordination with designated first aiders

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Adverse/wet/windy weather	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Slips/trips Electrocutation Exceeding fire capacity of buildings	<ul style="list-style-type: none"> • Marquee and tents available for shelter • Assess on the day whether activities are safe to go ahead in wet weather i.e. bouncy castle • Make sure that if the event needs to be continued indoors the safe occupancy of the building is not exceeded • Ensure tents/marquees and bouncy castles and inflatable slides etc. are securely anchored. Should winds get too high do not allow their use • Review the situation during the course of the event and make any necessary decisions as to the safety of attractions
Public disorder/security	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Assault Damage to property Distress	<ul style="list-style-type: none"> • 'Lost children' and 'Lost Property' referred to Admin Tent per notices • Public address system to make announcements • Close liaison with local police via Event leader • Highly visible presence of event marshals • Marshalls to be briefed to keep an eye out for "rowdy" behaviour and or abuse of alcohol – to be reported to Event Leader

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Toilet facilities	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Lack of welfare arrangements, Public hygiene	<ul style="list-style-type: none"> • 3 mobile toilet(s) to be provided • Most visitors will live close to the event
Communication and coordination	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Any of the injuries referred to in the risk assessment document	<ul style="list-style-type: none"> • Full team briefing prior to the event • Ensure there are enough volunteers and marshals at the event • Ensure Event Leaders' contact details are available to all • Two way radios are charged and operating correctly
“Stage”	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Fall from height	<ul style="list-style-type: none"> • Stage to be secure and inspected prior to the event • Stage will be less than 18 inches high


List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Photos of Children	Visitors/members of the public	Regulations Contravention	<ul style="list-style-type: none"> • Notices will be displayed informing parents that photographs will be taken and these cannot be guaranteed to not include their children
Noise	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Stress Temporary or long term Hearing damage	<ul style="list-style-type: none"> • Local residents consulted • PA system and Band will be at opposite end of field from residences • PA system low level • Event terminates at 2100 hours
Hazardous debris (needles, broken glass, sharp objects, animal faeces etc)	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Toxicariasis (partial blindness cause by dog faeces)	<ul style="list-style-type: none"> • Volunteers to do a sweep of the area prior to stands and attractions being set up and also after the event • Appropriate measures for dog faeces – plastic bags and faeces bin provided • Any litter or hazardous debris to be disposed of appropriately

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Animals – Alpaca petting areas/pony rides	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Animal bites, kicks, crushing, infection, allergies from petting,	<ul style="list-style-type: none"> Alpacas will be in pen and supervised by owners at all times – The owners have displayed before First aid kit on hand
Erecting tents/awnings etc	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Manual handling injuries Crush injuries (should the tent etc collapse)	<ul style="list-style-type: none"> Large marquee hired from a competent provider and erected and taken down by them Other tents etc. to be self-erected and will be erected by owners or supervised by competent persons with sufficient assistance All tents/awnings etc. securely anchored Tent pegs and guy ropes to be inspected to check for integrity Guy ropes not to stray into walkways – and or be marked with safety tape and foam covers
Childrens' play equipment slides, seesaws, climbing bars, roundabouts etc,	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Falls from height Slips/trips Collision Traps Sprains/strains	<ul style="list-style-type: none"> There are very few. They are inspected annually and defects recorded Any item found defective on the day, either to be removed or cordoned off immediately and signage displayed informing that it is not in use. Maintenance carried out by a competent person according to manufacturers/installers instructions Repairs carried out by a competent person as soon as possible after the defect has been identified

List of significant hazards (Something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Reporting of hazards	Parish Council members Volunteers Organisers Visitors Contractors Members of the public	Injury due to hazard or near miss remaining unreported	<ul style="list-style-type: none"> • System in place for the reporting of hazards • All participants briefed in the system in place for the reporting of hazards • Hazard to be removed if possible; otherwise enclosed (tape/cones etc) until it can be removed.

This risk assessment will apply to this event providing the control measures described are in operation and there are no further local significant hazards.

I certify that the risk assessment above fully applies to this event ('The Big Event')

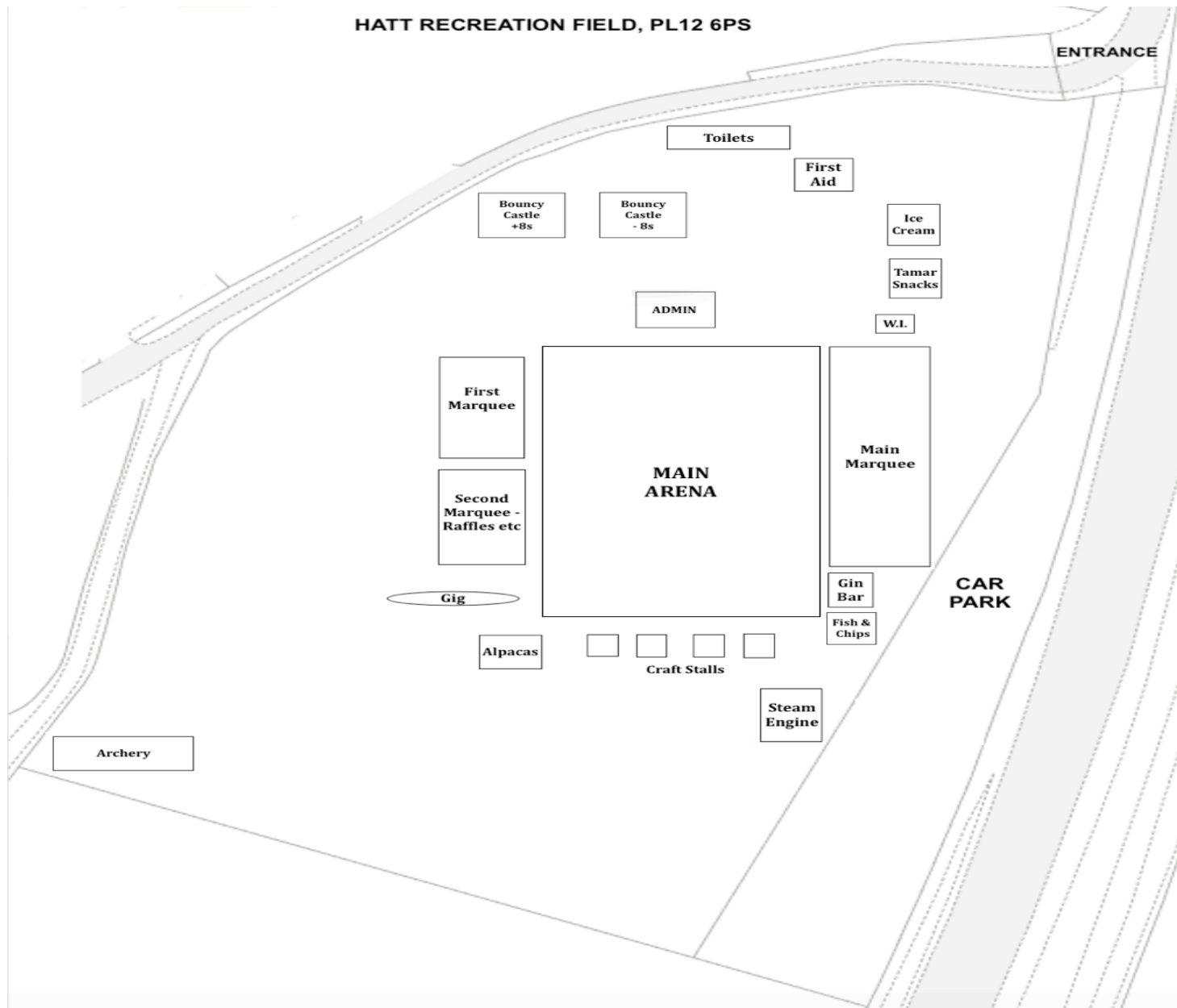
Signed: 

Name: David Edwards

Risk Assessors: David Edwards

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected Time scale	Notes / comments	Date Completed
	Check hi viz vests					
	Adequate signage and notices					
	Supply trollies					
	Fire extinguishers					
	Ensure first aid boxes in place					
	Prepare briefing for team members					
	Check suppliers safety measures, supervision and insurance					
	Supply folder for event documentation					
	Check weather forecast for contingencies					
	Final check of activities prior to event and periodically throughout the day					

THE BIG EVENT SITE PLAN 2019



APPENDIX



PUBLIC LIABILITY INSURANCE

Name of Insured: Botus Fleming Parish Council

This is to confirm that Botus Fleming Parish Council have in force with this Company until the policy expiry on 1st June 2019 insurance incorporating the following essential features:

Policy Number: Renewal Date: Limits of Indemnity:

YLL-122006-7953

2nd June 2019

Public Liability: £10,000,000 minimum*
any one event

Products Liability: £10,000,000 minimum*

for all claims in the aggregate during and one period of insurance

Pollution Liability: As per Products Liability Official's Indemnity: As below

Excess:

Public Liability/Products Liability/Pollution Liability:

£100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

ARCHERY RISK ASSESSMENT

Yelverton Bowmen

Health & Safety Risk Assessment

Specific Hazards	People at Risk	Controls		Further Action	
				And name of persons responsible for carrying out control actions.	
Unauthorised access onto range	Person entering area	<ol style="list-style-type: none"> 1. Archery takes place on designated range, with defined shooting lines and target lines. 2. Area surrounded by a safety barrier. 3. Backstop or curtain in place. 4. The activity is controlled by qualified instructors and Yelverton Bowmen trained archers. 	Initial	<ul style="list-style-type: none"> • Warning notices displayed at any entrances to the area to notify people that archery in progress 	Initial
Being hit by an arrow	Participants Leaders Others on site	<ol style="list-style-type: none"> 5. Verbal instruction 6. Strict rules and conduct 7. Appropriate range layout with adequate overshoot area, as well as side to allow for deflection of miss shots 8. Target bosses at ground level 9. Constant supervision by qualified instructor and Yelverton Bowmen trained archers. 	Initial	<ul style="list-style-type: none"> • Surrounding area monitored by trained archers to ensure no incursions. 	Initial
Tripping on the range	Participants	<ol style="list-style-type: none"> 10. Verbal instruction 11. Strict rules and conduct 12. Constant supervision 13. NO RUNNING 14. Each participant will be individually monitored. 	Initial	<ul style="list-style-type: none"> • Area to be checked prior to shooting for any hazards 	Initial
Bruising on arms from bow string "wobble"	Participants	<ol style="list-style-type: none"> 15. Verbal instruction on use of equipment 16. Appropriate protection to be worn arm guards 17. Each participant will be individually monitored 	Initial	<ul style="list-style-type: none"> • 	Initial

Specific Hazards	People at Risk	Controls	Further Action		
			And name of persons responsible for carrying out control actions.		
Walking into arrows on target or in the ground	Participants	18. Instructor to take back all bows and all archers removed from shooting area when arrows are being retrieved. 19. Arrows only to be retrieved by Yelverton Bowmen members	Initial	• No participants to collect arrows	Initial
Failure of Bow equipment	Participants	20. All equipment checked by instructor prior to use 21. Any defective equipment not used	Initial		Initial
Arrow Overshoot	Participants Others in the vicinity of arrow shoot distance	22. Low Poundage bows only used (under 30lb). 23. Designated range with safe area to rear and sides for overshoots. 24. Back net in place 25. Target bosses at ground level	Initial	• Area to be constantly monitored by Yelverton Bowmen coaches and trained archers	Initial



The range will be located in the bottom corner of the field away from the main arena bordered on two sides by trees. The gap between the trees which allows access behind the range will be taped off during shooting with archery warning signs in place. During the treasure hunt these will be removed, and shooting will be halted.