

Risk Assessment

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Management of Safety and clear responsibilities - E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.	Members of Public / Exhibitors	The event organiser is responsible for communicating the health and safety rules. Public Liability Insurance covers the event (Cover of £5 million). All exhibitors have their own public liability insurance, risk assessments and food hygiene certificates to meet claims resulting from their property/activities at the event.	Medium	Ensure responsibilities are agreed and communicated out to all stallholders.	Low
2	Slip, Trips and Falls- E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	Members of Public / Exhibitors	The area is suitable to hold an event. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces will be appropriately highlighted by means of a physical barrier or hazard tape to warn others of the risks.	Medium	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. Any hazards will be removed or any hazards will be cordoned off and all persons are informed that access to these areas are prohibited (e.g. signs)	Low
3	Manual Handling - E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Organiser	Avoid manual handling where possible. Minimise repetitive bending wherever possible.	Medium	Any movement of organisers equipment will be kept to a minimum and carried out in an appropriate manner.	Low
4	Weather Issues - E.g. extremes of weather can cause injuries such as wind blown debris	Members of Public / Employees / Contractors / Volunteers	Employees/volunteers will be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.	Medium	Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc.) Ensure there is an adequate supply of water to prevent dehydration.	Low
5	Equipment and Electrical Failure - E.g. injuries to those using or working on the equipment	Members of Public / Exhibitors	All operators, contractors and exhibitors using equipment will have their own risk assessments for equipment and electricals.	High	Ensure that all fixed electrical installations have been checked and certificated. Equipment should be visually inspected by the event organisers prior to use to ensure that it has not been damaged and that there are no obvious defects.	Low
6	First aid and Emergency Arrangements	Members of Public / Exhibitors	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile).	Medium	If an emergency does arise, the emergency services will be called by the event organisers.	Low
7	Children and Young Persons - E.g. A young person taking unnecessary risks resulting in injury	Members of Public / Exhibitors	The area is suitable for young persons.	Low	If young people are found to be lost, they must stay with the event organisers in sight of the public at all times. A PCSO will be contacted who will take responsibility for the lost young person.	Low
8	Exhibitors - E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public / Exhibitors	Exhibitor are competent in managing their own health and safety on site. Exhibitors have their own risk assessments for their work, and public liability insurance for the event.	Medium	Ensure exhibitors are given any relevant safety information regarding the event.	Low
9	Fire Safety - E.g. Uncontrolled burning and subsequent spread of fire due to close proximity of wooden stands	Members of Public / Exhibitors	If a fire arises the emergency services will be contacted by the event organisers. The public and exhibitors will be addressed through the PA and told to evacuate out of the area. The area will be cordoned off by the event organisers to ensure people do not return.	High	The microphone controller will address the audience and state that "All people should leave the area immediately in a calm and orderly fashion."	Low
10	Crowd Management - E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public / Exhibitors	Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)	Medium	If the structures become too crowded then the event organisers will stop people entering the structures.	Low
11	Waste Management - E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public / Exhibitors	All traders will clear any waste they create and remove it from the site at the end of the event.	Medium	At the end of the event, the event organisers will walk through the event site and remove any remaining waste.	Low
12	Marquee erection - E.g. Marquees may be knocked over by vehicles or members of the public.	Members of Public / Exhibitors	Ensure that marquees are properly erected, grounded and supported by a qualified erector. The event organiser will ensure that members of the public or exhibitors do not swing, hang or decorate the marquees using the marquee structure.	Medium	Ensure that exhibitors are made aware they are not to use decorate the marquee using the marquee structure.	Low
13	Marquee Overcrowding. E.g. Overcrowding of the area may create an uncomfortable room temperature, can create tension and aggressive behaviour. May also delay evacuation of the area in the event of an emergency.	Members of Public / Exhibitors	Account taken of furniture and its arrangement. Ensure sufficient space to move safely and fire exits are clear.	Low	Ensure event organisers will observe visitor numbers to the marquees and will stop people entering the marquee if it gets too busy.	Low
14	Communications. E.g. Communicating with key staff if an emergency arises.	Members of Public / Exhibitors	All stewards and event organisers have all other stewards and event organisers mobile numbers. Key staff have walki-talkies as a secondary form of instant emergency communication.	Low	If an emergency arises, the event organisers will call the emergency service.	Low
15	Noise Levels. E.g. Noise level getting too loud and disturbing the local community, or damaging staff/stewards hearing	Members of Public / Exhibitors	The event organisers will monitor the sound level and ensure it does not get too loud.	Low	If the noise level increases too much, the sound will be lowered by the sound technician.	Low