

Prepared by
Approved by

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Activity	Persons affected	Identified hazards	Existing or planned controls	S	P	R	Additional controls	PM	RR
Organisers arriving at site to do pre checks and handover	Organisers	COVID 19 contact from site	Social distancing, face masks, use of sanitiser. Assurances of either sanitisation or of quarantine of site for 72 hrs. Basic COVID 19 infection standards	3	2	6	Organisers wear gloves until satisfied that surfaces are virus clean.	1	3
	Site representatives	COVID 19 contact from organisers	Social distancing, face masks, use of sanitiser. Basic COVID 19 infection standards	3	2	6	Organisers wear gloves until satisfied that surfaces are virus clean.	1	3
Arrival of volunteers and team members	Volunteers, Team Members, Organisers	COVID 19 contact between personnel	Social distancing, face masks , COVID 19 questionnaire temperature checks,	3	2	6	Single person entry to a reception area temperature check by competent person in PPE before joining group	1	3
	Volunteers, Team Members,	Car parking and movement to reception point. Traffic issues and tripping hazards. COVID 19 issues pre checks	Marked designated parking zone, level even surface to reception. . Spaced parking and pre-brief	4	2	8	None identified	2	8
Set up	Volunteers, Team Members,	Closer contact than social distancing allows due to intention, circumstance or error	PPE issue and requirement to wear	3	1	3	None identified	1	3
		Contact with contaminated surfaces	PPE issue, ,use of sanitisers and regular washing/ sanitising	3	1	3	None identified	1	3
		Minor injuries from possible use of tools and from tripping hazards	All tools to be approved by organisers prior to use, no faulty or damaged equipment allowed	2	2	4	None identified	1	2
		Contact with harmful substances including markers sanitisers and cleaning agents	Check for skin or respiratory sensitivity at pre-brief and allocate tasks accordingly have a plentiful supply of disposable gloves	3	1	3	None identified	1	3
		Skin irritation damage from high exposure to hand sanitiser	Provide gloves where contact is likely. Provide moisturising cream in volunteers wash rooms	3	1	3	None identified	1	4

S=severity of probable outcome

P=Probability

R=risk level see matrix

P=modified probability after additional controls

RR=residual risk see risk matrix

		Bad weather causing slippery surfaces and personal discomfort	Organisers to evaluate conditions before and during set up and as necessary make alternative arrangements	2	2	4	None identified	2	4
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Erecting of equipment and other significant structures	Suppliers employees	Heavy lifting	Suppliers will erect structures volunteers and team members will not usually participate but if required will require detailed briefing from the suppliers' agent. Suppliers are required to provide assessment of risk of erection, use and dismantling. All work equipment including PPE and manual handling aids will be identified and provided by the supplier. The supplier will be empowered to restrict access to the erection site	4	2	8	Pre erection assessment of site and identification of restricted area and any additional controls	1	4
		Creation of trip hazards							
		Collapse of structure							
		Work at height							

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Use of toilets	Public and team members	COVID 19 issues	Social distancing signs in place. All personnel briefed. A cleaning regime in place for facilities monitored by team members	3	1	3	None identified	1	3
		Other infections	COVID 19 provisions deemed sufficient	3	1	3	None identified	1	3
		Slips trips and falls	Warning slippery when wet regular cleaning and inspection	2	2	4	None identified	2	4

Storage and set up of sanitiser stations	Team members	WHO hand sanitiser is flammable liquid class 3	Hand sanitiser stocks to be stored in well ventilated area at least 4 metres away from any ignition source. In the event conditions away from cooking facilities the flash point is unlikely to be achieved	4	1	4	None identified	1	4
		Sanitiser can cause skin damage if used excessively	Provide moisturiser in staff and trade facilities	2	1	2	None identified	1	2
Activity	Persons affected	Identified hazards	Existing or planned controls	S	P	R	Additional controls	PM	RR
Public arrival	Public, event personnel	Traffic	Parking by customers in venue facility	4	1	4	None identified	1	4
		COVID 19 issues	Social distancing and signage at strategic points towards the entry. Controlled distance queues maintaining household and social bubble distancing	3	2	6	Entry patrolled by marshals to maintain control	1	3
			Temperature check on entry. Ticket sales all pre paid, one way entry and exit, Social distancing signs, Customers s escorting in one group at a time and sat in allocated area. Everone over the age of 11 to wear face covering at all times indoors.						
			On the day by all tickets are pre sold so NO ticket sales on the day. All tickets electronically sent to customers before event.						
		Slips trips and falls	Maintain clear well-spaced defined walkway between car park and entry	2	2	4	None identified	2	4
		Public try to introduce unsafe items into the event- explosives, drugs, weapons, fireworks alcohol	Security stop and search procedures in accordance with venue and security company advice	4	1	4	None identified	1	4
		Crowding at the site entry	Control traffic flow into the car park to maintain reasonable on foot concentrations at the approach and entry to grounds	3	1	3	None identified	1	3

		Fire at the entrance	Emergency procedures in accordance with the venue standards, no smoking	4	1	4	None identified	1	4
		Contraflow with people leaving	Separate leaving gates, and entry for returnees	3	2	6	None identified	1	3
Public on site	Public, event personnel	COVID 19 issues	Social distancing and signage at strategic points towards the entry. Controlled distance queues maintaining household and social bubble distancing	3	2	6	Entry patrolled by marshals to maintain control	1	3
			Limited capacity to control distancing monitoring of entries and leavers to maintain numbers below maximum for the site as calculated from guidance						
		Slips, Trips and Falls	Remove debris maintain even surfaces, Site has all weather roadways	2	4	8	Marshals to patrol and remove debris maintain signage and identify trip and slip hazards.	1	8
Activity	Persons affected	Identified hazards	Existing or planned controls	S	P	R	Additional controls	PM	RR
Public on site	Public, event personnel	Dark areas causing slips trips and fall after dusk. (about 3 hrs per day)	Daytime shows	2	2	4	Marshals to maintain a presence and have torches or similar and direct those who stray back into illumination.	1	2
		Collapse of structures causing injury or damage	The only planned event structures are marquees which have been erected by competent persons and will be regularly inspected. Injury or damage from such a collapse is likely to be limited	3	1	3	None identified	1	3
		Loud noise causing temporary or permanent hearing damage	loud music is planned, no heavy machinery or loud compressors expected. Exposure to most would be very brief.	4	1	4	Marshals to be briefed in case of loud to do the 1 metre test. If they cannot be heard over the noise when speaking in a loud but normal voice the noise is probably too loud if long exposure is expected	1	4
		Medical Emergency	Competent first aid and adequate communication provided to quickly summon appropriate attention	4	2	8	Check with site and First Aid provider if defibrillators are available and easily located	1	4

		Lost children or other at risk persons	Ensure that all relevant persons are aware of lost child policy and there are suitably competent and qualified persons to deal with the situation	3	2	6	None identified	2	6
		Electrical risks causing injury and or fatality in case of fault or misuse	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc. to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	4	1	4	Ensure that all relevant suppliers and traders are aware of testing and certification requirements and that they may be required to produce it before or during the event.	1	4
			Ensure that ignition sources are minimised no unauthorised barbecues, no fires, no smoking except at designated smoking area. If smoking area is provided suitable fire retardant waste bins and surfaces to be provided. Area to be checked and maintained regularly.	4	1	4		1	4

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Public on site	Public, event personnel	Fire incident,	Emergency evacuation procedures as recommended by venue to be in place and to be the responsibility of security	4	1	4	None identified	1	4
			Firefighting equipment for stalls to be provided by traders. Venue to provide general firefighting equipment and emergency route signage						

			All team members, volunteers suppliers of services and traders to be recorded entering and leaving to be recorded to provide an accurate roll cal. This is not practicable with public but numbers on site must be known. Fire risk assessment has been completed						
		Flammable liquids and gases causing fire or explosion	All systems containing these materials are the responsibility of the trader to provide suitable risk assessment of use and storage, and certification of suitability by a Register approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors are only allowed to have one day's supply of LPG at their stall. All fire precautions apply	4	1	4	None identified	1	4
		Barrier failure causing injury to public or event personnel	Social distancing and no fixed entertainment will reduce the pressure on such structures. Barriers suitable for foreseeable loading to be erected by a Competent person/contractor. Low barriers only to just to define area Daily checks made on all structures by a competent person.	3	1	3	None identified	1	3
		Rides	At this time none are planned						
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Public on site	Public, event personnel	Food poisoning- due to unhygienic preparation or storage	No food provided by C & L entertainment	4	1	1	None identified	1	4

		Public Disorder Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder	Staff trained to spot potential trouble makers, defuse tension/situations etc. throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc. and signs displayed for public. Drinks not served to people obviously under the influence. No glass at the event.	3	2	6	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.	1	3
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Hazard Severity (a) Likelihood of Occurrence	Probability of Occurrence
1 – Trivial (discomfort, scratch, slight bruising)	– Remote (almost never)
2 – Minor (small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (strain, sprain, incapacitation >3days)	3 – Possible (could occur, but uncommon)
4 – Serious (fracture, amputation, hospitalisation>24 hrs)	4 – Likely (recurrent but not frequent)
5 – Fatal	5 – Very likely (occurs frequently)

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very	5	10	15	20	25

Rating Bands (S x P)		
Low Risk (1-8)	Medium Risk (9-12)	High Risk (15-25)

Continue, but review periodically to ensure controls remain effective	Continue, but implement Additional reasonably Practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify New controls. Activity must not proceed until risks are reduced to medium or low level
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