

Generic Risk Assessment For a Vintage Tractor Event



Author:		Assessor:	
Event:		Date of Assessment:	
Location:		Rev No:	
Date of Event:		Review Date:	

Contents

Item		Page
	Matrix and Guide	4
1	Vehicle and pedestrian movements within vehicle parking areas	5
2	Vehicle Parking activities	6
3	Onsite traffic management	7
4	Using motor vehicles to move around the site during the event	8
5	On site camping	10
6	Manual Handling Operations	11
7	Work at height	12
8	Pedestrians moving around site	14
9	Use of electrical equipment	15
10	Use of Generators	17
11	Use of Hazardous Substances	19
12	Use of LPG	20
13	Use of work equipment	21

Contents (continued)

14	Use and or displaying of mechanically propelled machinery	22
15	Medical Provision	24
16	General food safety	25
17	Children, Young and Vulnerable Persons	26
18	Crowd Management	27
19	Major incident	29
20	Emergency planning	30
21	Adverse weather	31
22	Temporary and Demountable Structures	32
23	Waste Management	33
24	Displays and attractions	34
25	Noise	35
	Acceptance	35
	Action Plan	36

Risk Assessment Matrix & Guide

The purpose of carrying out a Risk Assessments is to identify those activities where a significant hazard is present which has the potential to cause harm. Based on this, the existing control measures are identified and a risk rating created. In some cases, further control measures may need to be developed and implemented to further reduce the risk rating.

Activity	The task, job or type of work the person(s) is doing.
Hazard	Anything that has a potential to cause harm
Severity	The reasonably foreseeable worst case injury person may suffer following contact with the hazard
Likelihood	The level of probability that an accident will occur as a result of contact with, or exposure to the hazard.
Risk Rating	A calculation based on multiplying the severity by the likelihood to produce a level of risk associated with the hazard.

Severity =	1: Minor	Requiring basic first aid treatment	Likelihood =	1: Unlikely	It would be a surprise if it happened
	2: Moderate	Requires medical intervention. An acute episode that will be recovered from		2: Possible	Even with controls it could happen if not actively managed
	3: Major	Death or a life changing injury affecting a individuals ability to work		3: Very Likely	No one would be surprised if this happened

Matrix	Severity			Risk Rating		
Likelihood	L1	L2	M3	1-2 Low	Tolerable	Monitor and review
	L2	M4	H6	3-5 Medium	Reduce	Additional controls required to reduce the level of risk
	M3	H6	H9	6-9 High	Actively Manage	Stop the activity or manage with stringent controls

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worst Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
1	<p>Vehicle and pedestrian movements within vehicle parking areas including:</p> <p>Vehicle access and egress to the event from the public highways, drop off zones and parking in the designated parking areas.</p> <p>Pedestrian access and subsequent egress to/from the main event area from/to the external Showground vehicle parking areas</p> <p>Note: See also the traffic management plan for the event.</p>	<p>Collision between any combination of the following:</p> <ul style="list-style-type: none"> • Pedestrians • Vehicles & Structures <p>Reasonably foreseeable Injury (RFWCI) =</p> <p>During build up and breakdown, <i>broken limb(s), major injury requiring hospital treatment.</i></p> <p>During open event, <i>death or major life changing injury - due to the numbers of vulnerable persons onsite (young, old, physically or sensory impaired)</i></p>	<p>All employees, volunteers, persons engaged to assist in the delivery of the event, stewards, exhibitors, visitors and members of the public.</p> <p>During the event build up and breakdown the number of visitors will be limited to those visiting the site on authorised business.</p> <p>During the open event numbers of visitors to the event are expected to be in the region of 5 -10,000</p> <p>A full range of ages is expected at the event</p>	<p>Signage from major roads to designated vehicle parking areas (Public, Contractors, Exhibitors)</p> <p>Signage on entrances to identify the vehicle parks designation e.g. drop of zone, public only, contractors, lorry park, caravans etc.</p> <p>Stewards on entrance gates and directing vehicles where to park - back fill system established to minimise vehicle/ human/ structural interaction.</p> <p>Onsite traffic rules including speed limit of max 5mph, clearly displayed at all entrance points and strictly enforced throughout Showground.</p>	3	2	6

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
2	Vehicle Parking activities, stewards directing vehicular traffic to designated areas, dealing with queries.	<p>Struck by moving vehicles (Un-intentional) Struck by moving vehicles (Intentional)</p> <p>RFWCI for all the above = broken limb(s) major injury requiring hospital treatment.</p> <p>Abusive behaviour from contractors, exhibitors, visitors and others.</p> <p>RFWCI = Physical assault resulting in injured party requiring medical treatment and removal from duty.</p>	<p>All employees, volunteers engaged to assist in the delivery of the event, stewards undertaking parking duties in the vehicle parks.</p> <p>Stewarding hours as outlined within the Event Management Plan.</p> <p>Steward deployment:</p> <ul style="list-style-type: none"> Public/ Officials Parking Trader/ Exhibitor Parking Contractor Parking 	<p>Where Stewarding activities are undertaken by others engaged by the event organiser, then the following shall apply:</p> <p><i>All persons engaged in these activities shall;</i></p> <ul style="list-style-type: none"> Be at least 18 years of age, Receive a safety briefing prior to undertaking duties Be in communication/ line of sight with other stewards and to be able to summon assistance if required Not engage in lone working activities without such activities being subject to additional specific risk assessment Wear as a minimum a high-vis vest correctly fastened Wear sturdy footwear suitable for the terrain e.g. work/walking boots. <p><i>See also other personnel protective equipment (PPE) required due to adverse weather conditions.</i></p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
3	<p>Onsite traffic management.</p> <p>The driving of vehicles on site during the <i>event build up and breakdown</i> for the purpose of setting up trade stands, exhibits, temporary and demountable structure(s) or undertaking any other business activity associated with the event or the normal business activities of the Showground including visitors to the Showground office</p>	<p>Collision between any combination of the following:</p> <ul style="list-style-type: none"> • Pedestrians • Vehicles & • Structures <p><i>RFWCI = death or major life changing injury - due to the numbers of vulnerable persons onsite</i></p>	<p>All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p>	<p>Access to the site is restricted during build up and breakdown. Stewards shall man the main entry gate to ensure only persons displaying correct access pass matched to the vehicle being driven or those on official business will be allowed on site.</p> <p>Contractors and exhibitors have been provided with copies of site rules pre arrival to the event - site rules are also clearly displayed on entry points</p> <p>The event manager or designated responsible person shall remain onsite during all stages of the event to monitor effectiveness of controls.</p> <p>No un-authorized vehicle movements outside of authorised times</p> <p>Full details of event timings can be found in the Event Management Plans.</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
4	Using motor vehicles to move around the site during the event.	<p>Collision between any combination of the following:</p> <ul style="list-style-type: none"> • Pedestrians • Vehicles & • Structures <p>Use of flashing hazard warning lights resulting in confusion as to the direction a vehicle is turning.</p> <p><i>RFWCI = death or major life changing injury - due to the numbers of vulnerable persons onsite (young, old, physically or sensory impaired)</i></p>	<p>All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Pedestrians of all categories including children and the elderly.</p> <p>Duration of the open event period.</p>	<p>Only authorised drivers registered on the event approved drivers list and/or approved emergency/service vehicles, all of whom shall have received a site induction briefing are allowed to drive during the event open period.</p> <p>Site briefing to include details of site rules, high risk areas and areas that are prohibited to all vehicles without exception.</p> <p>Unauthorised vehicle movement will be stopped.</p> <p>Hazard lights will not be used to reduce confusion at intersections. If weather or lighting conditions require side and or headlights to be used as appropriate.</p> <p>No reversing without banks man.</p> <p>Vehicle movement only at designated times pre and post event</p> <p>Emergency vehicle movement with blue lights and use of horns as appropriate.</p> <p>Site speed limit to be enforced - offenders to have permission to drive on site removed and escorted off site - no re-entry.</p>	3	2	6

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				Any additional authorised vehicle movement to be adequately stewarded and authorisation given via the Event Manager or Safety Officer.			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
5	On site camping	<p>Fire & Fire Spread due to:</p> <ul style="list-style-type: none"> • Overcrowding, • Poor distribution of caravans and tents, • Inadequate fire safety gaps between campers • Use of equipment with insufficient fire resistance • Presence of accelerants and other highly flammable substances e.g. LPG cooking equipment. • Lack of firefighting equipment <p><i>RFWCI = Death or major life changing injuries</i></p>	Persons sleeping overnight on site in their own vehicles, caravans or tents in designated camping areas.	<p>Provision has been made for traders and exhibitors to camp in a designated camping area – this is the only area where persons may officially camp.</p> <p>The area has been marked out to ensure acceptable separation distance and dedicated stewards will aid the vehicle parking for camping to ensure safe distance between campers.</p> <p>Fire points have been set up with a supply of fire extinguishers and means to raise the alarm</p> <p>Sanitary facilities to remain open throughout the night</p> <p>Overnight security to make a periodic sweep of the camping area and site restrictions in place re- use of BBQ's</p> <p>Generators (see later)</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
6	<p>Manual Handling Operations</p> <p>Any activity that requires an individual to lift, lower, push, pull, or otherwise move an object by use of bodily force.</p>	<p>Physical injuries incurred as a result of:</p> <ul style="list-style-type: none"> • Lack of / poor training • capabilities of the individual • Weight, size and bulk of the item • Sudden or repetitive movements • Overreaching or moving / transporting over long distances. • Prolonged exertion • Sharp edges or poorly placed handles • The environment in which the activity takes place • Lack of or defective lifting aids <p><i>RFWCI = Musculoskeletal injuries, back injury and upper limb disorder including repetitive strain injury</i></p>	<p>All employees including volunteers engaged to deliver the event during their pursuance of any activity required to be undertaken by them in connection with the event.</p>	<p>Where possible all manual handling should be avoided, where this is not possible mechanical solutions should be provided and information, instruction, training and supervision provided for all users of any supplied equipment.</p> <p>Where the activity presents a significant risk a manual handling risk assessment specific to that task must be completed and the findings communicated to those who may be affected.</p> <p>Planned preventative maintenance should be established in accordance with manufacturer's recommendations for all supplied equipment.</p> <p>All employees to have received training in correct manual handling techniques.</p> <p>All volunteers to receive a safety briefing/tool box talk to make them aware of correct manual handling techniques and safe use of work equipment provided to reduce risk associated with manual handling.</p>	2	2	4

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
7	Work at height operations	<p>Falling from height.</p> <p>Factors affecting this include:</p> <ul style="list-style-type: none"> • Working with no edge protection • Working on ladders or from other equipment without adequate training • Lack of fall arrest or fall protection equipment • Poorly maintained equipment <p><i>RFWCI = Death, major life changing injury</i></p>	<p>All employees, persons in the proximity to the work activity.</p> <p>Exposure is limited to the duration of the activity which will be determined by the specific risk assessment.</p> <p>Generally, work at height activities on the Showground are kept to a minimum.</p>	<p>All work at height activities shall be avoided so far as is reasonably practicable.</p> <p>Where work at height activities cannot be avoided these activities shall be subject to a specific risk assessment relative to the task.</p> <p>At no time shall work at height activities be undertaken by any person(s) who has not received suitable and sufficient information, instruction and training that is both current and documented.</p> <p>Where work at height activities take place in an area where it is reasonable to expect others to be working, passing by or is a public access area, the area shall be cordoned off to prevent access to any unauthorised persons for the duration of the activity, the area will be stewarded by another trained person and the area shall be classified as a hard hat area</p> <p>Fall arrest and/or fall protection equipment and devices should be used as identified in the specific work at height risk assessment</p> <p>All plant, equipment and devices used for work at height activities shall be fit</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				<p>for purpose and be subject to planned preventative maintenance. Regular inspection as required by legislation and manufacturers recommendations.</p> <p>All persons using such equipment shall be suitably trained in the correct use, fit storage and inspection as applicable to the item of equipment.</p> <p>Documented records shall be maintained to validate the process.</p>			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
8	Pedestrians moving around site on changing levels and uneven surfaces	<p>Slip, trips or falls due to:</p> <ul style="list-style-type: none"> • Uneven ground conditions • Environmental factors such as rain/frost making surface conditions slippery • Trip hazards: equipment being incorrectly placed/stored e.g. power cables and guy ropes inappropriately placed and unmarked. • Trips over accumulated build-up of rubbish and debris. <p><i>RFWCI = Broken limb(s), injury requiring first aid/hospital treatment.</i></p>	<p>All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Persons are exposed to this risk at all times whilst moving around the Showground</p>	<p>All employees and volunteers to wear appropriate footwear (<i>work/walking boots</i>) and others advised to wear appropriate footwear</p> <p>Advisory note for members of the public placed in Show Programme and for contractors and exhibitors included in Terms and Conditions</p> <p>Arrangements in place for dealing with wet and icy conditions to minimise risk of slips, e.g. supply of grit and salt.</p> <p>Pre-event site inspection to identify damaged surfaces which could present a potential trip/fall hazard, repairs completed before event opens to the public</p> <p>All public areas, walkways and emergency routes/access to be kept clear of rubbish and debris (rubbish and debris to be stored in designated areas, bins provided around site for non-commercial waste)</p>	2	2	4

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
9	Use of electrical equipment including connection to an electrical supply either mains and or generator.	<p>Electric shock or Electrocutation</p> <p>RFWCI = <i>Death</i></p> <p>Trip hazards due to cables and or other ancillary equipment</p> <p>RFWCI = <i>broken limb</i></p>	<p>All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Plus animals.</p> <p>Exposure is limited to the plugging in of equipment to a power socket - no other form of wiring/connectivity is permitted.</p>	<p>All fixed electrical supplies shall have the appropriate electrical certification. This is the responsibility of the venue</p> <p>All portable electrical equipment provided by the event organiser or brought onto site for use by contractors, traders exhibitors etc. shall have been portable appliance tested as applicable and records of such testing available.</p> <p>All contractors and exhibitors must as part of their terms and conditions maintain all electrical equipment in line with current legislative requirements including PAT testing and only use cables and connections suitable for the environment in which they are being used e.g. for outdoor use</p> <p>Where practicable lower voltage equipment e.g. 110v or battery powered, should be used</p> <p>All equipment to be stored in such a manner so as not to present a hazard</p> <p>All cables to be buried to a sufficient depth.</p> <p>The venue has an approved electrical contractor. These are the only persons authorised to carry out any electrical</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				works.			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
10	Use of Generators for the provision of additional electrical supply	<p>Mechanical/electrical fire and or refuelling hazards resulting in fire or explosion. Electrocutation or electrical shock</p> <p><i>RFWCI = Death - major life changing injuries including burns</i></p>	<p>Primary exposure to the risk are those person(s) using generators and in the immediate proximity</p> <p>To a lesser degree and more likely exposed to the secondary effects from generators e.g. fire caused by, are - all employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p>	<p>Only persons who have special permission from the event organiser may use a generator as a power supply for equipment used during the live event. To obtain permission they must have submitted a suitable and sufficient risk assessment that has been accepted by the event safety officer.</p> <p>The following applies to all generators including those used by campers.</p> <p>Only authorised persons are permitted to refuel generators, in accordance with manufacturer's instructions and in line with the procedures identified within the operators risk assessment and safe system of work, where applicable.</p> <p>Generators should be turned off for refuelling unless specifically designed for safe refuelling without the need for turning off.</p> <p>Generators are to be kept away from public areas and have access restricted.</p> <p>Generators to be kept a safe distance from combustible materials and other fuel sources.</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				Fuel sources to be kept secure and a safe distance from generators and other ignition sources. Suitable firefighting equipment to be available and in close proximity to the generator			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
11	<p>Use of Hazardous Substances.</p> <p>Hazardous substances are, potentially, used in a variety of different activities.</p>	<p>Varied adverse health effects dependant on the substance in use.</p> <p>RFWCI = <i>Poisoning, chemical burns either of which would require hospital treatment and time off work</i></p>	<p>All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Primary risk is to persons using hazardous substances during the course of their work activities.</p> <p>Secondary risk to others due to contact with the hazardous substance being used by employees.</p>	<p>The use of hazardous substances shall be kept to a minimum</p> <p>All hazardous substances shall be subject to a COSHH assessment which shall also contain a copy of the material safety data sheet (MSDS) for the product</p> <p>All contractors, traders and exhibitors who are using any hazardous substances whilst on-site shall undertake a COSHH assessment and have available for inspection a copy of the assessment along with the appropriate MSDS.</p> <p>This is vital so that should an incident or injury occur all appropriate information is available.</p>	2	1	2

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
12	Use of LPG as a fuel/energy source	<p>Fire and or Explosion due to gas escape and or incorrectly fitted or maintained equipment</p> <p><i>RFWCI = Death - major life changing injuries including burns</i></p>	<p>All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Primary risk will be to persons using the equipment, secondary risk to persons in the vicinity of the incident.</p> <p>Given the explosive properties of LPG cylinders there is a possibility of high numbers of casualties should an explosion occur in an area with large numbers of people.</p>	<p>Only persons who have declared that they are using LPG and having submitted a suitable and sufficient risk assessment that has been accepted by the event safety officer shall be permitted to use them during the event</p> <p>Only one bottle in use and one spare will be allowed. These shall be secure and away from public access. There shall be no changing of gas cylinders in public areas during the open event phase.</p> <p>There is a minimum requirement of 1 x 5kg Dry Powder extinguisher per every 2x gas cylinders (as per LPG Code of Practice no 24 recommendations)</p>	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
13	Use of work equipment including, but not limited to: <ul style="list-style-type: none"> Manually operated tools Electrically powered tools Pneumatically powered tools (NOT including machinery as identified in section 14)	Electric shock or electrocution, whole body and hand arm vibration, laceration or penetrating injury, trauma due to impact e.g. Hit thumb with hammer. <i>RFWCI = Electrocution - Death, all other identified injuries, first aid or hospital treatment.</i>	All employees, volunteers engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	All hand held electrical equipment shall be battery powered, where this is not practicable lower voltage equipment such as 110 volt equipment should be used, 240 volt equipment should only be used where neither of the first two controls are viable and only then in conjunction with inline RCD's Specialised equipment shall only be used by those persons trained to operate such equipment and hold (where applicable) appropriate licences and certification	3	2	6

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
14	<p>Use and or displaying of mechanically and steam propelled machinery including but not limited to:</p> <ul style="list-style-type: none"> • Tractors • Plant machinery • Forklift trucks • Telescopic handlers • Mobile elevated work platforms • 4x4 vehicles • Plus associated implements and attachments including trailers. 	<p>Collision between any combination of the following:</p> <ul style="list-style-type: none"> • Pedestrians • Vehicles & • Structures <p>Insecure load/incorrectly fitted/defective attachment or implement becoming detached and striking persons, equipment or structures</p> <p><i>RFWCI = Death or major life changing injury - due to the numbers of vulnerable persons onsite</i></p> <p><i>(young, old, physically or sensory impaired)</i></p>	<p>All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>During the event build up and breakdown the number of visitors will be limited to those visiting the site on authorised business.</p> <p>During the open event numbers of visitors to the event are expected to be in the region of 5 – 10,000</p> <p>The full range of ages is expected at the event.</p>	<p>Controls as per sections 1, 2, 3 & 4 apply as applicable.</p> <p>No persons shall operate or interact with any equipment which they are not trained, authorised and certificated/licensed to use.</p> <p>All equipment used for display/demonstration purposes shall be in accordance with the Terms and Conditions issued to traders and exhibitors in advance of the event and in accordance with any regulatory or governing body requirements e.g. steam engines, classic cars etc. All traders, exhibitors, operators etc. shall have suitable insurance to cover their activities.</p> <p>All display vehicles and exhibits unless otherwise authorised by the event manager shall disconnect all batteries/power supplies once sited pre event and shall not be allowed to reconnect until the close of the event 16:00 Sunday 29th June 2014.</p> <p>(Note there is no vehicle movement permitted until 16.15 following close of the event)</p> <p>All vehicles/exhibits will provide drip trays where required, contents of</p>	3	2	6

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				<p>which to be disposed of appropriately.</p> <p>Spill kits to be available for the duration of the event and each exhibition area steward shall have access to such equipment.</p>			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
15	Medical Provision for all persons present at the open event and specified periods during build up and breakdown <i>(refer to Event Management Plan)</i>	Untreated injuries and or illness due to inadequate medical provision available to the event. <i>RFWCI = Increased severity of injuries or deterioration of condition due to immediate medical care not being available whilst awaiting arrival of emergency ambulance</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	Medical provision for the event has been calculated taking into account, the nature of the activities and by use of the Medical Provision Assessment Template as outlined in HSG195, this document is appended to the Event Management Plan. Full details of the available medical resources are also outlined in the Event Management Plan.	2	1	2

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
16	General food safety including measures to ensure good standards of hygiene from all outlets where food and drink are provided for consumption by any persons attending the event in any capacity.	Poor hygiene standards resulting in ill health effects. <i>RFWCI = Food poisoning, sickness and diarrhoea.</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public. Any of the above who consume food/drinks from an outlet at the event Food provided via the field kitchen provided via the armed forces for feeding of military personnel and others selected officials and volunteers.	All outlets shall, as a minimum, observe and comply with the food safety and hygiene standards as outlined in the 'Safer Food Better Business' issued by the food standards agency or equivalent industry standards In addition all traders shall be licensed by the local authority at the address where the business is registered and shall have available for inspection by the event safety officer and any statutory enforcing officer who may visit the event the following; <ul style="list-style-type: none"> • Local Authority Registration Number • Risk Assessments • Food Safety/Codes of Practice (HACCP) (Food Standards Agency S.F.B.B.) • Public Liability Insurance Certificate • Food Hygiene Certificates (at least one person, who must be present on the day, must hold a food hygiene certificate) • Electrical Safety Certificate • Gas Safety Certificate 	2	2	4

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
17	Children, Young and Vulnerable Persons	<p>Lost child(ren) young or vulnerable person(s)</p> <p>Allegations of inappropriate behaviour towards a child, young or vulnerable person</p> <p><i>RFWCI= Stress, physical injuries as a result of violent confrontation</i></p>	<p>Child(ren) young or vulnerable person for the duration of the separation from parent or carer.</p> <p>Employees and volunteers engaged in the delivery of the event.</p>	<p>All lost child(ren) young or vulnerable person(s) shall be dealt with by steward, security or local uniformed police officer (if present)</p> <p>All lost child(ren) young or vulnerable person(s) shall be taken to the society offices until re-united with their parents/carers</p> <p>Where possible lost children should be handed into the care of the police, where this is not possible then the procedures for safeguarding vulnerable groups as outlined in the Event Management Plan shall be implemented.</p>	1	3	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
18	Crowd Management, stewarding and security.	<p>Crushing and trampling due to over population of specific areas.</p> <p>Public disorder - conflict between opposing factions.</p> <p>Abusive behaviour from contractors, exhibitors, visitors and others.</p> <p><i>RFWCI = Death or major life changing injury</i></p>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	<p>The event takes place in a large permanent Showground which has a mixture of both permanent structures and temporary and demountable structures including marquees.</p> <p>Due to the nature of the event, distribution and layout of traders and exhibitors and expected attendance figures, overcrowding of areas is not anticipated. However - should it become evident to stewards that overcrowding is becoming a factor in a specific area or structure, they shall restrict further access to the affected area until density figures reduce or in extreme circumstances reduce the numbers within the area by means of either a partial or full evacuation in accordance with the arrangements as identified within the Event Management (section 9) Plan.</p> <p>There is no intelligence to suggest that rival factions will be present at this event.</p> <p>Stewarding and security is being provided via volunteers and registered security company Additionally all stewards shall:</p> <ul style="list-style-type: none"> Receive a safety briefing prior to undertaking duties 	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
				<ul style="list-style-type: none"> • Be in communication/ line of sight with other stewards to be able to summon assistance if required • Not engage in lone working activities without such activities being subject to additional specific risk assessment 			

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
19	Major incident	Bomb threats Suspicious packages Explosive device(s) Terrorist attacks including CBRN. <i>RFWCI = Death or major life changing injury</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	Police to be contacted to establish any intelligence relating to the current threat levels posed to the event. Security briefing to be given prior to the event Emergency plans in place for dealing with the differing scenarios.	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
20	Emergency planning arrangements - multi agency communications	Lack of emergency planning and multiagency communications resulting in a lack of resources, strain on emergency services, increased casualties or severity of injury due to any or all of the above. <i>RFWCI = Death or major life changing injury</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	Emergency plan in place for the event. Multi agency meeting(s) held prior to the event and copies of the Event Management Plan which includes major incident planning procedures will be communicated to all parties, including but not limited to: Police Fire and Rescue Ambulance and Health Authority Local Authority, emergency planning officer and environmental health officer	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
21	Adverse weather conditions	<p>Thermal discomfort due to temperature, cold wet weather.</p> <p><i>RFWCI = hyperthermia/hypothermia/ heat stroke</i></p> <p>Secondary effects from adverse weather, flooding, mud, thunder and lightning, fog.</p>	<p>All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.</p> <p>Risk of exposure during all three phases of the event, build-up, live event and breakdown.</p>	<p>All employees are advised to wear clothing appropriate to weather conditions. Where it is a requirement of the individuals role to work in adverse weather conditions suitable PPE shall be provided by the event organiser (wet weather gear)</p> <p>In wet weather or cold conditions employees and volunteers shall have frequent breaks, access to shelter, a warm environment and hot drinks to warm up.</p> <p>In hot weather conditions persons shall be advised to apply sun block, wear a hat, and take frequent breaks in a cool sheltered area to avoid heat stroke, and to drink plenty of water to avoid dehydration.</p> <p>Extreme weather conditions to be monitored by the event safety officer.</p> <p>Emergency planning arrangements in place to deal with extreme weather conditions and secondary effects (see Event Management Plan)</p>	2	2	4

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
22	Temporary and Demountable Structures	Total or partial collapse of structure, damage to structure affecting structural integrity. <i>RFWCI = Death or major life changing injury</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public. Risk present throughout all three phases, highest potential number of casualties during open event period	All marquees, temporary and demountable structures, scaffolding and rigging to be supplied and erected by competent contractors and signed off by a competent person as safe for use - fit for purpose. Proof of competency i.e. risk assessments, method statements, design and wind loading calculations to be collected and held on file by the event organiser along with other safety documentation as detailed below. All structures to be in place and signed off before the event opens. Where a structure as outlined above is damaged or damage is suspected, that structure shall not be used until such time as a competent person has re-inspected the structure and signed out off as safe for use. Sign off certificates to be held in the event office (onsite) along with all other safety documentation for inspection as required	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
23	Waste Management and cleaning services	<p>Build up of waste resulting in increased slip and trip hazards, hygiene problems and environmental problems.</p> <p>Dirty toilets and showers due to excessive use, weather conditions and lack of cleaning.</p> <p><i>RFWCI = Broken limb, ill health effect due to poor personnel hygiene</i></p>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	<p>Temporary rubbish bins in place around the site</p> <p>Waste collections scheduled throughout all three phases of the event to minimise build up of rubbish and to empty bins.</p> <p>Contractors appointed for waste management and cleaning.</p> <p>Full details can be found in the Event Management Plan</p>	2	2	4

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
24	Displays and attractions	<p>Varied injuries received as a result of participating in or observing a display or attraction.</p> <p>There are a range of displays, attractions, activities that persons visiting the event can observe or participate in at their own discretion.</p> <p><i>RFWCI = full range of injuries including Death or Life Changing Injuries.</i></p>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	<p>All displays, attractions, activities etc. shall provide evidence of competency which shall include, as applicable:</p> <ul style="list-style-type: none"> • Risk assessment completed by those persons responsible for delivery of the display, attraction etc. • Method statements • Adequate levels of public liability insurance as applicable • Equipment fit for purpose and maintained as per manufacturer's instructions • Discharge their duty and legal obligations as required under any specific acts, regulations, codes of practise, trade requirements etc. and in accordance with industry best practise as applicable to the activity, attraction, exhibit etc. • Make available for inspection and where requested supply copies of any documentation necessary to satisfy those requirements as outlined above. Including declaration of conformity and maturity certificates as applicable. 	3	1	3

Index No:	Description of the task / activity	Identify the Hazard & Reasonably Foreseeable Worse Case Injury (RFWCI)	Identify who is at risk, numbers and patterns of exposure	Details of existing controls & factors affecting the likelihood of an accident occurring	Current Risk Rating		
					S	L	R
26	Noise	Excessive prolonged exposure to noise levels in excess of legal limits Exposure to sudden high levels of noise such as pyrotechnics and or blank firing ordnance <i>RFWCI= Temporary noise induced hearing loss.</i>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors. Primary exposure to excessive noise is likely to occur during the open event period.	Where noise is identified or suspected of being at a level likely to exceed legal limits steps will be implemented to reduce the noise to an acceptable level. If necessary noise monitoring will be set up to establish the level of noise and the patterns of exposure. Where there are displays or attractions that have sudden loud noises as part of their display or attraction then warnings will be given at the beginning of the display or shall be signed appropriately.	2	1	2

Note: This assessment is restricted to those persons identified in the who's at risk column and does not cover unless stated, contractors, traders exhibitors etc. who shall have their own risk assessments as applicable e.g. index number 6.

This risk assessment has been accepted by:			
Position within the organisation:			
Signature:		Dated:	

Action Plan

Assessment Ref No:	
--------------------	--

Index No:	Additional Controls	Responsible Person	Expected Completion Date	Actual Completion Date

These additional controls have been actioned and accepted by:			
Position with thin the organisation:			
Signature:		Dated:	