

## Generic Risk Assessment For a Tractor Road Run



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

## Contents

Item		Page
	Matrix and Guide	3
1	Vehicle and pedestrian movements within vehicle parking areas	4
2	Vehicle Parking activities	5
3	Onsite traffic management	6
4	Using motor vehicles to move around the site during the event	7
5	Slow moving traffic	9
6	Turning at road junctions	10
7	Road Rage	11
8	Tractor drivers	12
9	Stewarding	13
10	Erection of signs & directions	14
11	Off road driving	15
12	Pedestrians moving around site	16
13	Medical provision	18
14	Children & young persons	19
15	Crowd management	20
16	Adverse weather	21
	Acceptance	22
	Action Plan	23

### 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		
		1	2	3			
Likelihood	1	L1	L2	M3	1-2 Low	Tolerable	Monitor and review
	2	L2	M4	H6	3-5 Medium	Reduce	Additional controls required to reduce the level of risk
	3	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 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
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"> <li>• Pedestrians</li> <li>• Vehicles &amp; Structures</li> </ul> <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

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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 = <i>broken limb(s) major injury requiring hospital treatment.</i></p> <p>Abusive behaviour from contractors, exhibitors, visitors and others.</p> <p>RFWCI = <i>Physical assault resulting in injured party requiring medical treatment and removal from duty.</i></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"> <li>Public/ Officials Parking</li> <li>Trader/ Exhibitor Parking</li> <li>Contractor Parking</li> </ul>	<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"> <li>Be at least 18 years of age,</li> <li>Receive a safety briefing prior to undertaking duties</li> <li>Be in communication/ line of sight with other stewards and to be able to summon assistance if required</li> <li>Not engage in lone working activities without such activities being subject to additional specific risk assessment</li> <li>Wear as a minimum a high-vis vest correctly fastened</li> <li>Wear sturdy footwear suitable for the terrain e.g. work/walking boots.</li> </ul> <p><i>See also other personnel protective equipment (PPE) required due to adverse weather conditions.</i></p>	3	1	3

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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"> <li>• Pedestrians</li> <li>• Vehicles &amp;</li> <li>• Structures</li> </ul> <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

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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"> <li>• Pedestrians</li> <li>• Vehicles &amp;</li> <li>• Structures</li> </ul> <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 -</p>	3	2	6

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				<p>offenders to have permission to drive on site removed and escorted off site - no re-entry.</p> <p>Any additional authorised vehicle movement to be adequately stewarded and authorisation given via the Event Manager or Safety Officer.</p>			



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5	Slow moving traffic	<p>Potential RTC between slow moving Tractors and other Vehicles or pedestrians</p> <p><i>RFWCI = death or major life changing injury</i></p>	<p>Tractor Drivers, Other road users, Stewards, Pedestrians and spectators watching the tractors pass</p>	<p>Route has been chosen to avoid roads with high average traffic speed as far as practically possible</p> <p>Stewards at regular intervals among the tractor drivers to control the overall speed and allow other road uses to pass safely</p> <p>Tractors to be followed by support vehicle with warning beacon and signage to alert motorists approaching from the rear</p> <p>Warning signage to be used on the advice of local highways authority</p>			

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6	Turning at Road Junctions	Potential RTC with turning Tractors at junctions  <i>RFWCI = death or major life changing injury</i>	Tractor Drivers, other road users, pedestrians	The route has been planned so that the majority of turns at junctions are to the left, to avoid RTC with overtaking vehicles  Stewards to be present at selected junctions where higher risk is evident			

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7	Road Rage	<p>Abusive behaviour from motorists, exhibitors, visitors and others due to slow moving vehicles</p> <p><i>RFWCI = Physical assault resulting in injured party requiring medical treatment and removal from duty.</i></p>	<p>Tractor Drivers Other road users Stewards</p>	<p>Route has been chosen with low average traffic volume to reduce potential delays to other motorists</p> <p>Stewards at regular intervals among the tractor drivers to control the overall speed and allow other road users to pass safely</p> <p>On selected roads, motorists to be warned in advanced</p>	1	1	1

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8	Participation as a driver	Risk of accident to Participants  <i>RFWCI = death or major life changing injury</i>	Tractor Drivers	Route has been prepared within the limitations of the vehicles involved, steep hills and inclines have been avoided as far as practically possible  Route to be driven by experienced driver in advance of the event	2	2	4

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9	Stewarding	Risk of accident to Stewards  <i>RFWCI = death or major life changing injury</i>	Stewards	All Stewards to wear high-vis Jackets  Stewards to be given a briefing prior to the event	3	1	3

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10	Erection of Signage & Directions	Trips & falls Strikes by passing vehicles Obstruction of vision  <i>RFWCI = death or major life changing injury</i>	Road users Pedestrians Stewards	Due consideration to be given to vision splays where signs are placed on the highways  Vehicles used for traffic management purposes to be fitted with amber warning beacon and warning signs	3	1	3

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11	Off Road Driving	Mud on the Road	Other road users	In the event of Wet conditions, the Off Road elements of the road run will be by-passed  In the event of mud on the road the organisers will clear it	1	1	2

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12	Pedestrians moving around site on changing levels and uneven surfaces	<p>Slip, trips or falls due to:</p> <ul style="list-style-type: none"> <li>• Uneven ground conditions</li> <li>• Environmental factors such as rain/frost making surface conditions slippery</li> <li>• Trip hazards: equipment being incorrectly placed/stored e.g. power cables and guy ropes inappropriately placed and unmarked.</li> <li>• Trips over accumulated build-up of rubbish and debris.</li> </ul> <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



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13	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

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14	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

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15	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 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 on public roads, green lanes and private farm land.</p> <p>Due to the nature of the event, 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</p> <p>There is no intelligence to suggest that rival factions will be present at this event.</p> <p>Additionally all stewards shall:</p> <ul style="list-style-type: none"> <li>• Receive a safety briefing prior to undertaking duties</li> <li>• Be in communication/ line of sight with other stewards to be able to summon assistance if required</li> <li>• Not engage in lone working activities without such activities being subject to additional specific risk assessment</li> </ul>	3	1	3

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16	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>	All employees, volunteers, persons engaged to assist in the delivery of the event, contractors, exhibitors, visitors and members of the public.	<p>All are advised to wear clothing appropriate to weather conditions.</p> <p>Extreme weather conditions to be monitored by the event safety officer.</p>	2	2	4

**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

<b>This risk assessment has been accepted by:</b>			
<b>Position within the organisation:</b>			
<b>Signature:</b>		<b>Dated:</b>	

## Action Plan

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

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