

GENERAL RISK ASSESSMENT RECORD

Location		Date	Assessor			Assessment Record Reference
Cotesbach village		June 2007	D. Sangwine			
Activity / Task	Associated Hazards	Hazardous Events	Likelihood L M H	Consequence L M H	Risk Ranking	Action Required to Control Risk
<p>General risk assessment for "777" and associated activities</p> <p>Identification of all persons at risk.</p>	<p>Persons at risk</p> <p>Note all persons are at risk from all potential hazards on site including those hazards created during the event.</p> <p>Lack of planning</p>	<p>General realisation of hazards</p>	<p>Low</p>	<p>High</p>	<p>5</p>	<p>All persons employed for the event, stall holders, members of the public, event organisers and emergency service personnel.</p> <p>Ensure effective planning is maintained. Reference to HSG 195 "The event safety guide" is essential to ensure all potential hazards and safety issues have been identified and management controls implemented.</p> <p>Prepare site maps and identify key control points and safety management locations. Develop an organisational structure. Prepare and publish the risk assessment, a health and safety policy, together with event site health and safety rules. Copy all stakeholders at the event including emergency personnel and service providers. Develop an emergency plan. Provide copies for the central information board and ask stakeholders to sign they have read, and will abide by the controls recommended in the risk assessment and other documents.</p>
Assessor's Signature		Principal Organiser's signature		Agreed review date		
D. Sangwine		S. Newton		Continuous review recommended		

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General risk assessment for "777" and associated activities	Manual handling	Musculoskeletal injuries back strain	Low	Medium	6	Provide manual handling information for those persons who undertake moving and lifting activities for, and during the event.
	Slips, trips and falls	Sprains and strains	Low	Medium	6	Maintain a clean and tidy work environment. Remove trip hazards, keep the floor clear of obstacles and remove trailing cables. Develop good housekeeping strategies throughout the site. This includes "load-in" and "load-out" periods.
	Fire and explosion	Burns, smoke inhalation	Low	High	5	All persons using ignition sources and cooking devices must control strictly their work practices and ensure no fire can break out or spread around the site. Maintain emergency facilities on site from the Fire Brigade and Paramedics / Ambulance Service. Ensure adequate fire fighting facilities and exits are provided and maintained. Ensure stakeholders do not hinder egress in the event of an emergency. It is recommended that a village plan is prepared showing the likely sources of ignition (and type) in the event of a fire.
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General risk assessment for "777" and associated activities	Falls from height	Musculoskeletal injuries Sprains and strains	Low	Medium	6	Control activities such that only trained personnel work at heights over 2m. This includes contractors.
	Falls of objects from height	Musculoskeletal injuries	Low	High	5	Control activities such that only trained personnel work at heights over 2m. This includes contractors.
	Smoking on site	Fire Smoke inhalation Burns	Low	High	5	Provide fire-proof cigarette bins and ensure there are no combustible materials near the bins.
	Electricity	Electrocution and burns	Low	High	5	All work on electrical equipment and installations must be carried out by competent electricians / contractors only. No person must reinstate any electrical failures unless a competent electrician. Equipment brought onto site must be tested and maintained in accordance with IEE regs. In the event of potentially unsafe electricity supply it is recommended that stand-alone generators be provided for power, especially if the requirement is some distance from mains electricity. This also minimises trailing cable hazards.
	Sharps and cut hazards	Cuts and lacerations	Low	Medium	6	Provide gloves to waste collectors. Stakeholders to ensure their equipment has no sharp edges.
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General risk assessment for "777" and associated activities	Arson	Fire Burns Smoke inhalation	Low	High	5	Vigilance by event personnel shall be maintained. Controls over third parties and uninvited persons shall be maintained.
	Theft and vandalism	Loss and damage to property.	Low	High	5	Ensure security procedures are suitable, sufficient and are maintained. Provide Police cover during the main event and facilities to raise the Police at other times.
	Young persons	Inexperience and immaturity (for working young persons)	Low	Medium	6	Constant supervision is required to ensure young persons (under 18) are properly managed and controlled. Ensure tasks are within their physical and mental capabilities. Their risk of accident is higher than experienced employees, because of lack of, or incomplete training.
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General risk assessment for "777" and associated activities	Event site transport	Impact with vehicles. Musculoskeletal injuries.	Low	High	5	Ensure all vehicle movements in car parking and access areas is kept at 5 mph to reduce instance of impact with site personnel. Maintain strict control of all site speed limits and vehicle movements.
	Housekeeping	Fire hazard, slip, trip and fall hazards	Low	Medium	6	Ensure effective housekeeping measures are maintained, slip and trip hazards, such as trailing leads and site litter are controlled. Avoid build-up of combustible materials and cluttered storage areas. Store all materials in a safe manner in appropriate storage areas and containers.
	Work equipment	Cuts, bruises, entanglement and electrocution.	Low	Medium	6	Ensure all event equipment is maintained in efficient working order and has been checked and serviced in accordance with manufacturer's and statutory requirements.
	General hazards associated with lack of health and safety awareness	Lack of training and / or experience	Low	High	5	Advise all event personnel of site rules. Provide a health and safety notice board and make this risk assessment available Advise all event personnel to provide effective training and supervision, information and instruction for young persons and others for whom they are responsible.
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General risk assessment for "777" and associated activities	Access and egress	Crowd management failure during emergency	Low	High	5	Ensure effective access and egress points are maintained throughout the event. Provide signage on safe exits and places of safety for the general public and event stakeholders.
	Cooperation and coordination	Failure of management systems during the event	Medium	High	3	Ensure all stakeholders are managed effectively. Effective communications are planned and maintained throughout the event. Provide event plans and communications details to emergency service personnel. Develop a pre-event meeting to ensure key stakeholders are informed of all emergency systems and plans. Assign responsibilities to key event personnel. Appoint a competent event safety coordinator. Develop strategies for event marshaling. Employ suitable site marshals. Ensure local inhabitants are briefed in the event activities and develop cooperation strategies.
	Major site incident	Personal injury, fatality and multiple casualties.	Low	High	5	Ensure all site emergency personnel are fully briefed and updated on site plans and event emergency facilities. Develop an emergency plan. Provide unimpeded access to emergency vehicles. Ensure effective communication is provided to all event personnel and members of the public.
	Failure to identify key personnel	Crowd management failure	Low	High	5	High visibility jackets are recommended for marshaling and key safety roles
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General risk assessment for "777" and associated activities	Site design considerations	Poor event layout and facilities	Low	High	5	Prepare site plans and continually update and develop the site to ensure health and safety is maximised. Establish occupancy allowances, develop and liaise with local authorities to ensure advice sources and practical assistance is considered and utilised. Assess site infrastructure and constantly review site facilities.
	Sloping event surfaces	Tipping and instability	Low	High	5	Ensure platforms and stages are maintained on firm ground and levelled to prevent slippage, tipping and instability, especially in poor weather conditions.
	Poor weather	Flooding, storm and very hot weather	Low	High	5	Assess the site for poor weather and associated consequences. Ensure stallholders can provide sufficient water in hot conditions.
	Policing and stewarding	Failure of management systems and crowd controls	Low	High	5	Consider the needs of the event and ensure adequate marshaling and law enforcement is managed and maintained.
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General risk assessment for "777" and associated activities	Catering and merchandising	Failure of catering facilities, fire, tipping of stalls and instability of merchandising stalls	Low	High	5	Ensure all catering and merchandising providers can supply and maintain high standards of goods and stall management. Ensure they are instructed to work to approved food, health and welfare standards. Stalls must be erected to appropriate standards of strength and stability.
	Catering	Food poisoning	Low	High	5	Caterers must comply with food safety and hygiene standards. Providers must be registered with the local authority. Checks are required and an Event Organiser must ensure they comply.
	LPG in cooking	Fire and explosion Burns	Low	High	5	All caterers must ensure and maintain high standards of care when using LPG or similar sources of fuel.
	Signage	Lack of, or insufficient signage and information	Low	Medium	6	Provide sufficient information on safety and safe access and egress through and from the site. Provide public facility signage. Adopt HSE and road safety approved sign formats. Consider size of signage and quantity.
	Welfare facilities	Lack of facilities, or poor quality health and welfare hazards	Low	Medium	6	Provide adequate sanitary accommodation, washing and fresh water facilities.
	First Aid	Lack of, or inadequate facilities	Low	High	5	Invite appropriate first aid providers to the site. Ensure they are properly trained in event provision and have adequate facilities to treat large numbers of incidents and a wide range of injuries.
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General risk assessment for "777" and associated activities	Persons with special needs	Various hazardous events	Low	High	5	Persons with special needs must have a suitably trained carer with them. Any health and safety related issues shall be managed by the carer; support will be provided by first aid personnel in the event of an accident or incident.
	Waste management Duty of care Recycling Receptacles Hazardous waste		Low	Low	9	Suitable and sufficient facilities will be provided for management of waste, recycling and containment of waste to avoid any possibility of contamination or loss. Any hazardous waste shall be suitably managed in accordance with duty of care responsibility.
	Communications	Inadequate or	Low	High	5	Effective communications shall be maintained throughout the event. The use of mobile phones will be the main route for maintaining contact. All responsible persons shall ensure mobile contact is maintained at all times.
	Lost persons (children) Lost property General public enquiries		Low	Medium	6	A central control point shall be maintained in order to allow the public to access information, advice and recovery of lost property and children.
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	Monitoring noise on site		Low	Low	9	Control of excessive noise shall be managed to avoid nuisance and unnecessary noise to local residents.
	Portable electrics		Low	Medium	6	All portable devices must comply with EC standards. This will be the responsibility of the user and the event organisers.
	Electrical generators		Low	Medium	6	All portable electricity generators must comply with current EC standards. This will be the responsibility of the user and the event organisers.
	Cables and cabling		Low	High	5	All trailing cables shall be suitably secured, made safe by fixing to the ground, where appropriate, to avoid trips, slips and entanglement. Armoured cable should be used to avoid risk of electrocution, where cables trail in public areas.
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General risk assessment for "777" and associated activities	Walkers	Fatigue, heat stress or subject to rain / cold	Medium	Medium	4	Provide facilities either through first aid, or separate provision for the welfare of walkers.
	Building works on site	Collapse of structure or injury through trips and falls.	Low	High	5	Ensure all unsafe structures and building materials are cordoned off and made safe through effective barriers and signage.
	Unsafe structures e.g. leaning brick walls	Collapse of structure or injury through trips and falls.	Low	High	5	Ensure all unsafe structures and building materials are cordoned off and made safe through effective barriers and signage.
	Fencing and barbed wire	Laceration to skin	Low	Medium	6	Consideration should be given to avoid contact of barbed wire with general public. provide basic first aid in the event of cuts.
	Pond	Drowning	Low	High	5	Ensure the pond is kept under observation (it is shallow and therefore low risk) and persons are available to assist in the event of someone falling in.
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General Risk Assessment Record DWS Various 777 Risk Assessment Revision: 0 May 2007

This assessment has been prepared in good faith. The assessor recognises it may not identify all potential hazards but is as true a record as can reasonably be prepared. No liability is accepted from any misapplication or omission arising from this document.

Cotesbac

Location

Activity / Task	Associate

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Assessor Signature

General Risk Assessment Record DWS Various 777 Risk Assessme

400th Quattrocentenary

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	Date May 2007	Assess
Identified Hazards	Hazardous Events	Likelihood

	Manager's Signature

nt Revision: 0 May 2007

for D. Sangwine	Assessment Re
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elihood M H	Consequence L M H	Risk Ranking	Action Re

	Agreed review date	
		Annually

Record Reference

Required to Control Risk

