

Risk Assessment Form

Turnpike Field

Venue:	Turnpike Field	Date:	April 2025
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Turnpike Field Car Park							
Risks to health and safety		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
1.	<p>Management of Safety and clear responsibilities: Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public Employees Volunteers Contractors</p>	<p>Produce an event risk assessment that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). If you hire equipment for the event from an outside body or organisation (e.g. inflatables) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event. A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	<p>Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.</p>		√	
2.	<p>Slip, Trips and Falls: Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</p>	<p>Members of Public, Employees, Volunteers, Contractors</p>	<p>Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>	√		

3.	Physical Hazards present at site:	Members of Public Employees Volunteers Contractors	Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event. Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include: Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) Highway or roadside areas without vehicle segregation (fencing) Steep, slippery or unstable ground (including those with holes or excavations)	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	√		
4.	Weather Issues: Extremes of weather can cause injuries such as wind-blown debris, inflatables blowing away, marquees collapsing.	Members of Public Employees Volunteers Contractors	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) Ensure there is an adequate supply of water to prevent dehydration.	Organiser to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn).	√		
5.	Equipment and Electrical Failure: Injuries to those using or working on the equipment	Members of Public Employees Volunteers Contractors	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the <u>PIPA</u> industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person)	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	√		
6.	Natural Hazards: Including pollen, dangerous plants/cuts from thorns, Wasp & Bee nests, e.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Employees Volunteers Contractors	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.	External first aid company on site to ensure that adequate first aid arrangements have been provided. Organiser, safety team and compere will have a plan of the site highlighting where first aid is available.	√		
7.	First aid and Emergency Arrangements	Members of Public Employees Volunteers Contractors	External First Aid company to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Follow Event Safety Guide to ensure correct number of first aiders for size of event. Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed.	External First Aid company to liaise with organiser, safety team and compere, and will have a plan of the site highlighting where first aid is available.	√		

8.	Children and Young Persons: E.g. a young person taking unnecessary risks resulting in injury	Members of Public Employees Volunteers Contractors	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	√		
9.	Contractors: Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public Employees Volunteers Contractors	Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.	Ensure contractors are given adequate safety information regarding the event.	√		
10.	Fire Safety: Uncontrolled burning and subsequent spread of fire.	Members of Public Employees Volunteers Contractors	Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005. The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event. Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair. If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.	Inform security staff, volunteers, police, contract workers, of the relevant risks to them, and provide them and compere with information about the fire safety procedures for the event. Provide agency staff with appropriate instructions and relevant information about the risks to them and members of the public including unaccompanied children and those with a disability.	√		
11.	Crowd Management: E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Employees Volunteers Contractors	Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrances and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that: • All exits are clear from obstruction • Escape routes are clear; • A PA system for use in emergencies can	√		

				be heard clearly in all parts of the venue.			
12.	Waste Management: E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event. Ensure suitable type of waste receptacles is selected. Bin bags are to be provided around site. Area is to be litter picked after the event.	Ensure that special attention is made to areas such as: Approach to the event (e.g. car park and catering areas) Entrances and exits, First aid areas	√		
13.	Vehicle Movement: Accidents involving vehicles and pedestrians. Proximity to road ways and collision with vehicles, particularly when leaving the event.	Members of Public Employees Volunteers Contractors	Vehicle and pedestrian access and egress are properly supervised. Areas suitable to accommodate numbers, checked for condition and adequately lit. Consideration to temporary closure of roadways or car parks immediately adjacent to event. Stewarding extends to these areas. Designated parking area is the Turnpike Field Car Park	Traffic marshalling by external staff or event organisers. High visibility vests to be worn. Communication via telephone/radio link.	√		
14.	Noise Pollution from activities/music/PA.	Dwellings adjacent to Turnpike Field and those attending the event and immediate vicinity.	Decibel to be kept to a suitable level.		√		

EMERGENCY EVACUATION

Hazard	People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
				Low	Medium	High
24. No or delayed response through people not recognising or unsure of actions to take in	Members of Public Employees Volunteers	Emergency evacuation arrangements established ahead of event, including how to raise the alarm. Any exit routes clearly signed and easily identifiable. Overall supervisor conducts 'on-the-day' check of area, including means of escape. Stewards present to monitor	Ensure an Emergency Evacuation Plan is in place.	√		

	emergency situation requiring evacuation, e.g. from a marquee or an area in general.	Contractors	event and assist attendees should evacuation away from the area be necessary and have received necessary briefing to carry this out effectively. Procedure in place for emergency evacuation; stewards; P.A. system (essential for large events) and other means of communication such as via stewards; Event Organiser to contact the emergency services by mobile phone in the event of an emergency.				
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ACTIVITIES/EVENTS							
Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
22.	Animal bites/injury caused by animals.	Members of Public Employees Volunteers Contractors	No animals will be attending the festival. Anyone bitten by any stray animals on the site will be dealt with by first aid	External First Aid company on site to ensure that adequate first aid arrangements have been provided. Organiser, compere, police and security staff will have a plan of the site highlighting where first aid is available.	√		

CATERING							
Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
25.	Food poisoning, other illnesses: through poor food hygiene/preparation.	Members of Public Employees Volunteers Contractors	Competent catering companies used who are experienced in outdoor catering - will be required to provide food hygiene certificates.	Food hygiene certificates provided and copies kept.		√	
25.	Cuts from broken crockery/glass	Members of Public Employees Volunteers Contractors	All drinks sold in cans or plastic containers.		√		

PORTABLE ELECTRICAL APPLIANCES AND OUTDOOR ENVIRONMENT							
Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
26.	Appliances, supply cables etc in an unsafe condition or not suitable for outdoor environments.	Members of Public Employees Volunteers Contractors	Appliances etc suitable for outdoor environment. Appliances etc in safe condition, maintenance up to date (including any portable appliance testing) and checked prior to use. Appliances etc positioned where not susceptible to damage (e.g. away from thoroughfares) or appropriately protected (e.g. cable matting). Power source should be: battery, reduced voltage or RCD protected. In damp conditions, appliances not used if cannot be appropriately protected.		√		
27.	Trailing cables across walkways etc and people tripping over them.	Members of Public Employees Volunteers Contractors	Cables, plugs etc positioned away from areas of potential damage, e.g. thoroughfares. Unavoidable trailing cables across walkways covered with cable matting/protectors		√		

GENERATORS							
Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
28.	Fire: arising from inappropriate use of petrol or diesel generator.	Members of Public Employees Volunteers Contractors	Generator pre-filled with fuel, no containers stored 'on site' during the event. Generator located away from any fire hazards, e.g. marquees, shrubbery. Signage and monitoring to ensure no smoking within the vicinity of the generator at all times. Generator size appropriate for event's requirements, not over-sized to avoid unnecessary quantities of petrol or diesel. Where refuelling of		√		

			generator necessary undertaken by competent personnel. Generator, fuel containers appropriately stored when not in use.				
29.	Exposure to fumes when petrol of diesel generator in use	Members of Public Employees Volunteers Contractors	Generator positioned in a well-ventilated area, away from any marquee or openings to buildings etc where fumes could enter.		√		
30.	Contact with unsafe supply cables to an electrically-fed generator and from any generator, or an electrically-fed generator itself	Members of Public Employees Volunteers Contractors	Supply cables and generator sourced from appropriate supplier – i.e. supplied in safe condition – and checked for this prior to use. Supply cables appropriate for outdoor environments. RCD adaptor used when connecting to mains supply. Cables located where less susceptible to damage, e.g. away from walkways. Where cables susceptible to damage, e.g. passing through building, on walkways appropriate protective covers, sleeves etc used.		√		

TOILETS

Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
31.	Inadequate toilet facilities.	Members of Public Employees Volunteers Contractors	External toilets hired for event to be opened and checked ahead of the event.		√		

LOST CHILDREN/CHILD SAFETY							
Hazard		People at risk	Measures to manage the risks effectively	Any further actions or information	Risk Rating		
					Low	Medium	High
32.	Lost children; Child abuse	Children	FOR ALL EVENTS:- Clearly identified “lost children” point. This will be located in the entrance foyer to the village hall. This is the responsibility of the event organizer. Identifiable stewards. PA system is in place.	DBS of those dealing with children to be checked.	√		

I hereby confirm that I will have undertaken the risk assessment process for the above event, in accordance with the “Events Risk Assessments – Guidance Notes” document, and that the event will fully comply with this Event Risk Assessment.

Name of person undertaking/completing Risk Assessment (printed):

Signature:

Signed on behalf of Audlem Parish Council

Date: