

## Community Party RISK ASSESSMENT

ACTIVITY	HAZARD	RISK (H/M/L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
					By When	By Whom
Recruitment of suitable stewarding staff	<ul style="list-style-type: none"> <li>o Inexperienced</li> <li>o Inadequate</li> </ul>	L/M	<ul style="list-style-type: none"> <li>o Stewards with previous experience targeted</li> <li>o Instructions issued to all stewards</li> </ul>	Yes		
			<ul style="list-style-type: none"> <li>o briefing session to be held on the morning of the event with Event Managers and Team Leaders.</li> <li>o All staff to wear identifiable Hi-Vis tabards.</li> </ul>	yes		
	o		o			
Adequate stewards at each activity site	<ul style="list-style-type: none"> <li>o Potential injuries to public and performers</li> </ul>	M	<ul style="list-style-type: none"> <li>o Volunteers and paid stewards at each activity site.</li> <li>o Team leaders to each have a 'runner'.</li> </ul>			
Welfare of stewards	<ul style="list-style-type: none"> <li>o Lack of facilities</li> </ul>	L	<ul style="list-style-type: none"> <li>o Drinks / refreshments provided at stewards gazebo.</li> <li>o Toilet facilities will be made available to stewards and staff.</li> </ul>	Yes		
	<ul style="list-style-type: none"> <li>o First aid facilities</li> </ul>	L	<ul style="list-style-type: none"> <li>o 3 First Aid boxes see the map</li> </ul>			
	<ul style="list-style-type: none"> <li>o Safety of stewards</li> </ul>	L	<ul style="list-style-type: none"> <li>o will work as part of a managed team with runners used to convey information.</li> </ul>			
Instructions to stewards	<ul style="list-style-type: none"> <li>o Unsure of what is expected</li> <li>o inexperienced</li> </ul>	M	<ul style="list-style-type: none"> <li>o Instructions issued prior to event</li> </ul>	Yes		
		L	<ul style="list-style-type: none"> <li>o Briefing session held morning of event with Event Managers.</li> </ul>			
Establish a chain of command	<ul style="list-style-type: none"> <li>o Confusion with who's doing what</li> </ul>	L	<ul style="list-style-type: none"> <li>o All staff made aware of chain of command via instructions at the briefing session.</li> </ul>	Yes		
Safety of activity Workshops	<ul style="list-style-type: none"> <li>o Unsafe PA &amp; technical equipment &amp; temporary structures</li> </ul>	L	<ul style="list-style-type: none"> <li>o Supplied (and installed) by reputable suppliers.</li> <li>o All workshop and activity leaders to do risk assessments of their workshop/activity to be given to the office before the event</li> </ul>			

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	<ul style="list-style-type: none"> <li>o Power operated equipment in proximity to public</li> <li>o Trip hazard through trailing cables</li> </ul>	L	<ul style="list-style-type: none"> <li>o Equipment self contained and undercover, in case of rain</li> <li>o All cabling will be carefully installed, taped and secured</li> </ul>			
	<ul style="list-style-type: none"> <li>o Use of generators near public</li> <li>o Moving vehicles in proximity to pedestrians</li> </ul>	M	<ul style="list-style-type: none"> <li>o Barriers will be implemented in public areas.</li> <li>o Site staff to monitor movement in public areas during set up.</li> <li>o All vehicles off site by 11.30am.</li> </ul>			
Crowd control	<ul style="list-style-type: none"> <li>o Public safety – over crowding</li> <li>o Broadcasting of public announcements</li> </ul>	L	<ul style="list-style-type: none"> <li>o Activity areas will be monitored for congestion and cleared if necessary – by one of :                             <ul style="list-style-type: none"> <li>• PA announcements</li> <li>• Using the stewards to move people on, or restrict entrance if necessary.</li> </ul> </li> <li>o Site management will ensure that public areas and rights of way are kept clear</li> <li>o Use PA system</li> </ul>			
Reporting of accidents	<ul style="list-style-type: none"> <li>o Confusion for public and stewards</li> </ul>	L/M	<ul style="list-style-type: none"> <li>o The information stall and First Aid tent will be manned by 2 people at all times.</li> </ul>			
			o			
Cancellation of event due to public safety, security threat, weather, police advice	<ul style="list-style-type: none"> <li>o Community tension makes event vulnerable to ASB</li> </ul>	L	<ul style="list-style-type: none"> <li>o Before event, liaise with SNA, police and NAG</li> </ul>			

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	<ul style="list-style-type: none"> <li>o Method of communication</li> </ul>		<ul style="list-style-type: none"> <li>o Prior to day of event and on day of event before 9.00am – Event Manager notifies activity coordinators / staff by telephone</li> <li>o On day, procedures in briefing instructions upon advice from police etc.</li> </ul>			
Safety of Activities	<ul style="list-style-type: none"> <li>o Sporting injuries / over exertion</li> </ul>	L/M	<ul style="list-style-type: none"> <li>o Activities delivered by trained specialist staff</li> </ul>			
	<ul style="list-style-type: none"> <li>o Noise pollution</li> </ul>	L	<ul style="list-style-type: none"> <li>o Sound levels to be monitored throughout the event.</li> <li>o Event within hours of 12.00-5.00pm</li> </ul>			
	<ul style="list-style-type: none"> <li>o Food poisoning</li> </ul>	L	<ul style="list-style-type: none"> <li>o Catering supplied by reputable concessionaires.</li> <li>o Check certificates displayed in catering units</li> <li>o All caterers to complete stall risk assessment form prior to day with stall booking form</li> </ul>			
	<ul style="list-style-type: none"> <li>o Injury to public (particularly small children) from misuse of equipment</li> </ul>	L/M	<ul style="list-style-type: none"> <li>o Activity equipment supervised at all times, by qualified staff.</li> <li>o Equipment not being used, stored away</li> <li>o Clear signage to indicate parental supervision required at all times</li> </ul>			
	<ul style="list-style-type: none"> <li>o Child protection</li> </ul>	L/M	<ul style="list-style-type: none"> <li>o All staff directly dealing with children are confirmed CRB checked</li> </ul>			