

Risk Assessment (Activity)



Event / activity name:	General Events	Assessment date:		Review date:	
Areas being assessed:			Assessor(s) name:		

Introduction to the Event/Activity

This risk assessment is to be used for General Events and considers the risks associated with setting up an outdoor Event with marquees at a field premises in [location]. This assessment should be used in conjunction with other specific risk assessments.

This assessment covers the planning, organisation and build up of a marquee; work at height to set up items such as lighting rigs; installation of a bar and cellar; slip, trip or fall hazards; crowd control etc. The assessment also considers the running of the event and the closure and dismantling of the equipment.

The event is due to take place on [date] and last for [hours/days].

The persons attending the event will be 'Young Farmers' between the age of [age] all of whom will have evidence of membership.

Activities Assessed as part of this Risk Assessment:

- Traffic management
- Manual handling
- Slip, trip and fall hazards
- Crowd control
- Hazardous substances
- Welfare provision
- Adverse weather conditions
- Violence and aggression
- Fire and explosion
- Lone working
- Electrical hazards
- Drug use
- High temperatures

The Safe Operating Procedure Protocol for General Events must be followed and used in association with this document.

Supplementary Safe Operating Procedure Protocols have also been produced to accompany the related General Events Safe Operating Procedure Protocol relating to: Crowd Management; Fire and Explosion; Marquees; Transport; Working at Height and Ladders; and Manual Handling

In addition to the inherent hazards and dangers of the activities have you considered:

- The environmental conditions?
- The premises / site conditions?
- The weather?
- The age, knowledge and experience of the attendees?

Important Reminder

This template illustrates the approach which can be taken for assessing the risks associated with NFYFC, County Federation and Club Activities. However, this is not a generic risk assessment that can be adopted without due consideration of the hazards and control measures required.

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Vehicle Impact / Crushing	Site Traffic Management	Staff, stewards, contractors and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Speed restrictions on site Segregation of pedestrians and vehicles. Only licensed and authorised staff may operate vehicles. Hedgerows and verges maintained to maximize visibility when leaving event fields and yards. Annual license check of staff driving company vehicles. All vehicles should be subject to a pre-start checklist to ensure all equipment is working in a safe manner. PTO guards on all vehicles should be checked prior to use. All PTO shafts guarded from the connector on tractor PTO to first bearing on the machine. All dangerous parts of machinery guarded unless safely located, e.g. can't be reached. Staff trained in safe systems of work, including safe stop techniques. Staff (including temporary staff) should be instructed on the dangers posed by members of the public. Portable barriers erected to segregate pedestrians from vehicles. 		<ul style="list-style-type: none"> Improve signage to warn public / staff / contractors of dangers posed by the pedestrian / vehicle interface. Remind staff and stewards that hi-visibility tabards must be worn by staff working in the setting up areas and car parks. (Where possible) design site areas to minimise reversing on site. Any reversing where vision is significantly impaired should be directed by a banksman, working from a safe position. Maintain records of all vehicle / machinery inspections. Road surfaces maintained in good condition and inspected prior to event. Minimal number of people in working areas where vehicles are known to operate. Download HSE guidance on using tractors safely to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg185.pdf http://www.hse.gov.uk/pubns/indg279.pdf Download HSE guidance on PTO shafts and farm machinery safety to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/as24.pdf http://www.hse.gov.uk/pubns/indg241.pdf 			
	Loading/Unloading of Goods/equipment	Staff, stewards, contractors and others may suffer serious, possibly fatal, injury from falls from lorries or injuries from falling objects whilst loading/unloading.	<ul style="list-style-type: none"> Staff trained in safe systems of work relating to the unloading and loading of goods and equipment. Staff trained in the safe system of work relating to 'working at height'. Vehicles are selected which have hydraulic tailgates to prevent the need to climb onto the load bed. Objects are secured safely before the vehicle is moved. 		<ul style="list-style-type: none"> Only trained and authorised staff may operate mechanical equipment. Staff follow safe systems of work for coupling/uncoupling equipment. 			
	Segregation of vehicles/pedestrians whilst setting up	Staff, stewards, contractors and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Only competent and fully trained contractors should be chosen to operate vehicles around the areas. Contractors should be warned of the presence of hazards and members of the public. Barriers are erected to segregate pedestrians and vehicles. Designated walkways are provided for pedestrians across busy yard areas. 					

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	Guarding of machinery	Staff, stewards, competitors, contractors and others may suffer serious injury if entangled in unguarded machinery	<ul style="list-style-type: none"> A system of locking-off for maintenance work is undertaken wherever appropriate. All dangerous parts of machinery guarded unless safely located, e.g. can't be reached. 					
Manual handling	Setting up of the bar area including movement of kegs, cases of drinks, glasses and other miscellaneous items.	Staff, stewards and competitors may get musculoskeletal problems, e.g. back pain from handling the items.	<ul style="list-style-type: none"> Kegs taken to and stored in 'cellar' by trained brewery draymen. Cellar area properly designed and maintained. Sack truck/porters trolley used where possible for cases of bottles etc. 		<ul style="list-style-type: none"> Install portable ramp for cellar area, to prevent having to awkwardly manoeuvre the sack truck up or down the steps/ramp. 			
Slips trips and falls	Public Areas	Staff, stewards, competitors and the public may suffer injuries such as fractures or bruising if they slip or trip on uneven or slippery surfaces or over objects.	<ul style="list-style-type: none"> Correct tools / equipment used at all times. Waste collection arrangements in place to remove litter. Cable ties and cable tidies used where possible. Cables across walkways protected and highlighted. Slippery areas due to ice / mud etc. identified and warning signs used to identify the hazard. Avoid slippery areas where possible and redirect vehicles and pedestrian traffic routes. 		<ul style="list-style-type: none"> Ensure staff and stewards understand the importance of good housekeeping. Staff and stewards should be provided with & wear strong, comfortable footwear with a good grip. Regular checks should be carried out during the event to ensure these areas are free from obstruction and tripping hazards. These should be recorded. Use protective ground covers where people and vehicles need to cross slippery areas. 			
Crowd control failure related hazards (e.g. crushing, panic, stress)	Provision of escape routes	Staff, stewards and competitors and the public may suffer crush injuries or fire-related injuries in the event of an evacuation.	<ul style="list-style-type: none"> Provision of stewards around the Event. Provision of steward training. Ensure all hangings, drapes etc used for decoration do not obscure the exit routes, signage etc. 		<ul style="list-style-type: none"> Display "Keep Out" warning signs to certain areas (e.g. bar storage areas). Regular audits to take place during the event to monitor escape routes. Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm Refer to the HSE guidance document 'Event Safety: Second Edition' for a guide to health, safety and welfare at music and similar events http://www.hse.gov.uk/pubns/priced/hsg195.pdf 			
	Layout of safeguarding point.	Staff, stewards and competitors may suffer crush injuries in the waiting area.	<ul style="list-style-type: none"> Provision of stewards Sensible arrangement of desks and registration points to prevent obstruction and crushing especially in case of emergency. YFC staff provided to monitor juniors in line with the safeguarding policy. 					
	Provision of First Aid	Staff, stewards, competitors and the public may suffer prolonged injuries and pain without the adequate provision of first aid.	<ul style="list-style-type: none"> Liaise with organisers and marquee stewards. YFC staff and stewards to be familiar with arrangements for summoning first aid assistance. Ensure all hangings, drapes etc used for decoration do not obscure the first aid points, signage etc. 					

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	Emergency Procedures	Any persons could be harmed.	<ul style="list-style-type: none"> Liaison with venue management and stewards. 					
Hazardous substance	General consumables such as detergents, cleaning fluids, bleach etc	Staff, stewards and the public risk skin problems from contact with chemicals or breathing problems from vapour.	<ul style="list-style-type: none"> Where appropriate, staff are trained in safe use of chemicals. When using chemicals, staff told to read the instructions on the container and follow them. Suitable PPE available for handling chemicals. Staff told to use PPE when necessary. Staff told to wash hands after contact with chemicals, and especially before eating, drinking or smoking. Suitable hygiene facilities available for all personnel. Hot/cold water, soap and paper towels available. Sharps box provided for the safe disposal of hypodermic needles. Arrangements for collection and disposal of commercial waste are in place. 		<ul style="list-style-type: none"> Staff told to report to manager any health issues they believe are associated with the event or their work. Staff told to check their hands regularly and to report to manager any issues – including breathing problems. Ensure that all chemical containers are labelled correctly before decanting. Ensure chemicals are stored in their original containers until decanting. Staff to undertake biennial health surveillance by trained, responsible persons. Remind staff and stewards to cover small cuts and abrasions with plasters if necessary. Risks from dermatitis and skin cancer to be explained to staff. Download HSE guidance on dermatitis to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indq233.pdf 			
Unsanitary conditions & human disease transmission	Sanitary Conveniences	Staff, stewards, competitors and the public may suffer from diseases of public health significance resulting from contact with human waste.	<ul style="list-style-type: none"> Liaise with organisers and venue stewards. Hygiene facilities available for all personnel. 		<ul style="list-style-type: none"> Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm 			
	Welfare facilities for staff	Staff could suffer from fatigue due to lack of breaks, extremes of temperature and loss of body fluids.	<ul style="list-style-type: none"> All staff to be given suitable rest facilities and breaks during an event. Drinking water must be available to staff. 		<ul style="list-style-type: none"> Management to check the welfare facilities regularly to ensure that they are suitable and sufficient. 			
Adverse weather conditions.	Working in cold or hot environment	Staff risk discomfort and possible ill health from exposure to weather extremes, including sunburn. Public could risk discomfort due to the same factors.	<ul style="list-style-type: none"> Staff provided with suitable PPE including warm, waterproof clothing for cold, wet weather. Staff advised in risks of sunburn. 		<ul style="list-style-type: none"> Ensure PPE is worn. Undertake biennial health surveillance by trained, responsible persons. Download HSE guidance on the health risks from working in the sun to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indq147.pdf 			
Violence / verbal abuse.	All areas	Staff and the public may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	<ul style="list-style-type: none"> All instances of abuse/assault reported to the Police and investigated to see if lessons can be learnt. Membership only entry. Stewards provided throughout duration of the event. 		<ul style="list-style-type: none"> Staff to receive conflict management training – via the Safety Protocol. Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indq69.pdf 			

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			<ul style="list-style-type: none"> First aid provision in conjunction with the emergency plans. Stewards receive security briefing before the event commences. All instances of abuse/assault investigated to see if lessons can be learnt. Staff trained to spot potential trouble makers, defuse tense situations etc. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Information sharing with police and other security staff at licensed premises in the area. CCTV system. Walkie-talkie system allows bar staff to talk to security staff. Overcrowding not permitted in any area. Security staff aware of all exits. Live bands told not to encourage stage diving etc. Drinks not served to people obviously under the influence. Glass collectors used. 					
Fire / explosion	All areas	Venue could be burnt down; staff, competitors and the public could be trapped in burning venue. Staff, competitors and the public could suffer severe or fatal burns and smoke inhalation.	<ul style="list-style-type: none"> Smoking prohibited in all event areas. Extinguishers provided and inspected under contract. Constant checks to be carried out by the stewards to ensure all control measures in fire risk assessment are in place. Fire Risk Assessment to be completed for the event. Ensure all hangings, drapes etc used for decoration are fire retardant. Ensure all hangings, drapes etc used for decoration do not obscure the exit routes, signage etc. 		<ul style="list-style-type: none"> Review the Fire Risk Assessment and implement any recommendations. 			
CO2 leakage	Cellar, Bar area	Staff risk potentially fatal suffocation from any CO2 leak in the cellar.	<ul style="list-style-type: none"> In most cases, the 'cellar' will not be located in a confined space with no ventilation but the gas will be stored in the bar areas of the marquee. 		<ul style="list-style-type: none"> If cellar is located in a designated room with limited ventilation, the following measures should be taken: <ul style="list-style-type: none"> Ensure adequate ventilation to cellar. Staff trained to check for and to recognise leaks, and to turn equipment off if there is a leak. 			

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					<ul style="list-style-type: none"> □ <u>Brewery provides 24-hour cover for dealing with leaks.</u> □ <u>CO₂ alarm installed, and regularly maintained.</u> 			
Lone Working	All areas	<p>Staff may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.</p> <p>Staff may experience injury whilst working alone.</p>	<ul style="list-style-type: none"> ■ All staff carry mobile phones or farm radio for communicating with the office. ■ All instances of abuse/assault investigated to see if lessons can be learnt. ■ Higher risk activities (e.g. animal handling and chainsaw work) are not carried out alone 		<ul style="list-style-type: none"> ■ Staff to receive conflict management training – via the Safety Protocol ■ Managers to ensure they know where staff are working and make regular contact to check their welfare. ■ Remind staff that they can speak to supervisors, managers or the safety adviser if they have any concerns about their safety or security. ■ Download HSE guidance on lone working to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg73.pdf 			
Electrical Hazards	At the setting up of the event and the installation of the electrical lighting, sound rigs.	Staff and contractors may risk serious, possibly fatal injuries from a faulty electrical installation or appliances during installation.	<ul style="list-style-type: none"> ■ Electrical system installed by competent person (NIC/EIC accredited contractor) and protected against water ingress where necessary. ■ All equipment inspected after installation by a competent person according to a planned inspection programme, and maintained as necessary. ■ 30 mA RCD built into switchboard. ■ Staff visually check leads (including extension leads) and plugs of hand-held appliances before use. ■ Electrical installation inspected by qualified Electrician. ■ Selection of correct tools/equipment. ■ Office equipment provided by NFYFC. ■ All office equipment set up by IT officer. 		<ul style="list-style-type: none"> ■ Download HSE guidance on Electricity at Work Regulations to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg389.pdf ■ Remind staff of the dangers of working near OHPLs. ■ Overhead power lines (OHPLs) to be marked on event maps. ■ Staff trained to spot and report any defective plugs, discoloured sockets, and damaged cable and on/off switches and to take defective equipment out of use. ■ Ensure all Staff (including new starters) knows how to safely turn the electricity off in an emergency. ■ Ensure Clear access to the fuse box. 			
	Whilst setting up the marquee itself before the event commences.	Staff and contractors may risk serious and possibly fatal injury from contact with overhead power lines when marquee and barriers are being erected or from underground cables when digging holes for pegs etc.	<ul style="list-style-type: none"> ■ Overhead (OH) power lines marked on event map; staff aware of dangers of working near OH lines. ■ Avoid erecting fencing and barriers under OHPLs. ■ Location of underground services identified prior to commencing digging posts and erecting barriers. 					

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	Whilst setting up the venue.	Staff and contractors may risk serious and possibly fatal injury from the use of faulty power tools during build up and break down of the event.	<ul style="list-style-type: none"> Portable appliances tested according to manufacturers' / Electrician's instructions. Selection of correct tools/equipment. 					
	During the event	Public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment whilst attending the event	<ul style="list-style-type: none"> Staff visually check leads (including extension leads) and plugs of hand-held appliances before use. Electrical leads are kept out of the way to prevent slips trips and falls and potential electrical faults. 					
Hypodermic syringes and drug use	All areas especially toilets and seating areas	Staff and the public may suffer puncture injuries from discarded needles, which may result in serious ill-health problems.	<ul style="list-style-type: none"> A strict no-drugs policy is in operation at all times throughout the event. Stewards are aware of the dangers of syringes and have been trained in the safe disposal of the products. Staff trained in collecting discarded needles using 'sharps kit' - puncture-resistant gloves, tongs and sharps box. Staff trained to dispose of sharps container as clinical waste. 		<ul style="list-style-type: none"> Reminder to staff that they must always use the sharps kit when discarded needles are found. Reminder to staff that they must always inform management in the event of locating a needle or drug residue. Train staff in action to be taken in case of needle-stick injury. 			
High Temperatures	All areas especially under lighting.	Performers and back stage support staff may suffer from dehydration or fainting if it is too hot.	<ul style="list-style-type: none"> Adequate ventilation supplies fresh air to public areas. Water should be provided to performers and back stage support staff. 					