Risk Assessment – Ploughing Match

Event / activity name:	General Events (Ploughing Match)	Assessment date:		Review date:	
Areas being assessed:	Fields in and around named venue and postcode Grid Reference No:		Assessor(s) name:	Club/District Officer Julie Spink, County Coordinator Darren Coates, H&S Officer	

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 field premises' in venue, in Yorkshire. This assessment should be used in conjunction with other specific activity 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 the weekend (2 days).

The persons attending the event will be 'Young Farmers' between the age of 10-28 and any accompanying parents/guardians/associate members all of whom will have evidence of membership/links to YFC members.

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
- Catering
- Lone working
- Electrical hazards
- Drug use
- High temperatures
- Ploughing Match

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?
- Mobile phone signal.

Important information:

First Aiders:

Nearest hospital:

What3words:

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 and others may suffer serious, possibly fatal, injury if struck by a vehicle. Competitors, stewards, judges, members of the competing and organising team.	▪ Speed restrictions on site ▪ Segregation of pedestrians and vehicles. ▪ Ensure the parking of vehicles is away from the competitors/competing area.	Low	▪ Remind 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. ▪ Road surfaces maintained in good condition and inspected prior to event. ▪ Minimal number of people in working areas where vehicles are known to operate. ▪ Remind members of the dangers of the vehicles nearby and ask that they stay away, where possible, from the car parking area once arrived.	Named person and club		
	Loading/Unloading of Goods/equipment	Staff, stewards and others may suffer serious, possibly fatal, injury from falls from lorries or injuries from falling objects whilst loading/unloading.	▪ Ensure any stewards unloading equipment for the weekend are briefed in safety measures and all others remain a safe distance away. ▪ Minimise amount of equipment that will be needed by utilising facilities on site. ▪ Objects are secured safely before the vehicle is moved. ▪ Where possible ask vehicle operators bringing the equipment to unload themselves.	Low				
	Segregation of vehicles/pedestrians whilst setting up	Staff, stewards, contractors and others may suffer serious, possibly fatal, injury if struck by a vehicle.	▪ Only competent operators should be chosen to operate vehicles around the areas. ▪ Vehicle users should be warned of the presence of hazards and members of the public. ▪ The areas where vehicles will be during this time will be kept separate to the main areas where people will be. ▪ Only a minimal number of people will be setting up/involved with such vehicles to alleviate extra people being in the way. ▪ Designated walkways are provided for pedestrians across busy yard areas.	Low				
Manual handling	Setting up of the competition areas including set up of food sales area, competition course marking out.	Staff, stewards and competitors may get musculoskeletal problems, e.g. back pain from moving potentially heavy objects and strenuous lifting/bending.	▪ No person with known previous musculoskeletal problems will be allowed to help with this part of the setting up. ▪ Ensure enough helpers are on hand, so any heavy/large objects required are moved/positioned by more than one person.	Low	▪ Ensure any large equipment is brought by vehicle (following vehicle RA above), to get it as near as possible to the required position before any manual handling is needed.	Named person and club		
Slips trips and falls	Public Areas where the competition is taking place.	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.	▪ Correct tools / equipment used at all times. ▪ Waste collection arrangements in place to remove litter. ▪ Cable ties and cable tidies used where possible. ▪ Avoid slippery areas where possible and redirect vehicles and pedestrian traffic routes.	Medium	▪ Ensure staff and stewards understand the importance of good housekeeping. ▪ All attendees should be advised to wear appropriate footwear (strong and comfortable 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.	Named person and club		

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			▪ Only competitors will be allowed into the competing area to minimise amount of people who could trip over equipment/the course – Areas where general public will be, won't have equipment that could easily be tripped over.		▪ Assess weather forecast in the days before/on the day of the event and if necessary take extra measures to reduce this hazard (i.e. if raining ensure no parking is in a muddy field but in the yard on gravel and cordon off with tape any areas of danger/that may be prone to flooding/becoming slippery.)			
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.	▪ Provision of stewards around the Event. ▪ Provision of steward training/briefing before the event begins. ▪ Ensure all hangings, drapes etc used for decoration do not obscure the exit routes, signage etc. ▪ Event will be taking place outside so will be in open space with room for distancing and no building that will need evacuating from.	Low	▪ Display "Keep Out"/"No Entry" warning signs to certain areas (e.g. bar storage areas/parts of the venue location not being used for the event). ▪ 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	Named person and club		
	Layout of safeguarding point.	Staff, stewards and competitors may suffer crush injuries in the waiting area.	▪ 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.	Low		Named person and club		
	Provision of First Aid	Staff, stewards, competitors and the public may suffer prolonged injuries and pain without the adequate provision of first aid.	▪ Liaise with organisers and marquee stewards. ▪ YFC staff and stewards to be familiar with arrangements for summoning first aid assistance. ▪ Ensure all competition equipment/event set-up/structures on site does not obscure the first aid points, signage etc.	Low		Named person and club		
	Emergency Procedures	Any persons could be harmed.	▪ Liaison with land owner/organiser and stewards. ▪ Make all participants aware of the first aid points/first aiders that they should summon/go to in the event of an emergency. ▪ Have named first aiders at the event.	Medium		Named person and club		
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.	▪ 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	Low	▪ Ensure that all chemical containers are labelled correctly before decanting. ▪ Ensure chemicals are stored in their original containers until decanting. ▪ Remind staff and stewards to cover small cuts and abrasions with plasters if necessary.	Named person and club		

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			chemicals, and especially before eating, drinking or smoking. ▪ Suitable hygiene facilities available for all personnel. Hot/cold water, soap and paper towels available. ▪ Arrangements for collection and disposal of commercial waste are in place. ▪ No chemicals should be needed at the event. ▪ Any chemicals on site at the venue that belong to the venue will be securely locked away by the venue and away from the competing area in the area marked "no entry" for participants of this event.		▪ Download HSE guidance on dermatitis to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg233.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.	▪ Liaise with organisers and venue stewards. ▪ Hygiene facilities available for all personnel.	Low	▪ 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	Named person and club		
	Welfare facilities for staff	Staff/stewards could suffer from fatigue due to lack of breaks, extremes of temperature and loss of body fluids.	▪ All staff/stewards to be given suitable rest facilities and breaks during an event. ▪ Drinking water must be available. ▪ Helpers across the weekend will be on a rota to ensure the same people are not helping for too long without a break. ▪ When working with and handling any of the food available across the weekend, those doing so will have been briefed on all the necessary food hygiene procedures including hand washing and at least one of the helpers there on both days will have a food hygiene certificate.	Low	▪ Management to check the welfare facilities regularly to ensure that they are suitable and sufficient.	Named person and club		
Adverse weather conditions.	Working in cold or hot environment	All those there during the weekend risk discomfort and possible ill health from exposure to weather extremes, including sunburn.	▪ Staff/stewards/competitors (all participants) reminded to be prepared for this by bringing suitable PPE including warm, waterproof clothing for cold, wet weather. ▪ Stewards briefing for the weekend will advise to be prepared for the weather and if sunny will advise about risks of sunburn and ask them to remind members/public of these risks too.	Medium	▪ Ensure PPE is worn. ▪ Monitor the weather forecast for the weekend to establish the level of which of these risks, if any, may occur. ▪ 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/indg147.pdf	Named person and club		
Violence / verbal abuse.	All areas	Staff and the public may experience stress and/or injury from verbal abuse, and/or assault, from anyone attending the weekend	▪ Membership/YFC friends/contacts only entry. ▪ Stewards provided throughout duration of the event. ▪ First aid provision in conjunction with the emergency plans.	Low	▪ Staff to receive conflict management training – via the Safety Protocol. ▪ Anyone showing this level of unacceptable behaviour will be asked to leave the event and will be unable to take any further part in the competition at the venue.	Named person and club		

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			▪ Stewards receive security briefing before the event commences. ▪ Overcrowding not permitted in any area. ▪ Drinks not served to people obviously under the influence.		▪ Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg69.pdf			
Fire / explosion	All areas, in particularly the BBQ gazebo	Venue could be burnt down; staff, competitors and the public could be trapped in burning place. Staff, competitors and the public could suffer severe or fatal burns and smoke inhalation.	▪ Smoking prohibited in all event areas. ▪ Fire extinguisher will be available at the venue. Bucket of water will be available to be used. ▪ Event will be taking place outdoors which will mitigate the risk of attendees being injured or trapped in any structure at risk of fire as no-one will be inside a fully enclosed space. ▪ Only stewards/helpers at the event will be allowed to operate the BBQ and this will be on a rota to ensure there are not too many people at any one time. ▪ The BBQ will be positioned away from queuing attendees at the event and food items from the BBQ will be served at from the other side of the Gazebo to where the cooking is taking place. ▪ Helpers running the BBQ will be thoroughly briefed in BBQ safety, including having any long hair/loose items of clothing out of the way so that nothing will easily catch fire. ▪ Constant checks to be carried out by the stewards to ensure all control measures in fire risk assessment are in place. ▪ 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. ▪ Only use recommended fire lighters and store them safely whilst on site (in a metal tin, if possible. ▪ Never use petrol to light the fire. ▪ Ensure the barbeque is extinguished safely at the end of the end. Do not dispose of hot charcoals on the farm yard or put hot ashes in a wheelie bin.	Low	▪ Ensure staff are aware of the fire exits before the barbeque is lit.	Named person and club		
Catering **Food poisoning**	Food service and cooking areas	Food preparation helpers and stewards.	▪ Food preparation helpers will be working under the guidance of a steward with a Level 2 Food Hygiene Certificate ▪ Helpers will follow the “Essentials of Food Hygiene”.	Medium	▫ Ensure staff are aware of the food hygiene expectations.	Named person and club		

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			▪ Helpers will provide their own suitable personal protective equipment such as apron, oven cloth or mitts. ▪ BBQ helpers will use long handled tongs for handling the food. Separate tongs will be used for cooked and chilled foods. ▪ Helpers will ensure the food is cooked through and safe to eat. ▪ Helpers will ensure food service surfaces are cleaned with hot soapy water. ▪ Helpers will dispose of any uneaten food safely.					
Lone Working	All areas	Attendees may experience stress and/or injury from verbal abuse, and/or assault, from members of the public. Attendees may experience injury whilst working alone.	▪ 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. ▪ No activities across the weekend will be carried out fully alone – Attendees will always be around other people within the area (for example the stewards, judges, organisers or competitors themselves as everything will be taking place in the same field vicinity.	Low	▪ Staff to receive conflict management training – via the Safety Protocol ▪ Remind stewards during the briefing and competitors during the welcome introduction that they can speak to organisers, if they have any concerns about their safety or security.	Named person and club		
Electrical Hazards	At the setting up of the event and the installation of any electrical items (such as extension leads for lights/hot water boiler for drinks)	Staff and contractors may risk serious, possibly fatal injuries from a faulty electrical installation or appliances during installation.	▪ Electrical system installed by competent person (NIC/EIC accredited contractor) and protected against water ingress where necessary. ▪ Organisers to visually check leads (including extension leads) and plugs of hand-held appliances before use. ▪ Make sure any electrical cables are marked with tape and tied either up high out of the way, so nothing is walked into, or secured on the floor and covered over so as not to cause a trip hazard.	Low	▪ Download HSE guidance on Electricity at Work Regulations to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg389.pdf ▪ 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.	Named person and club		

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	Whilst setting up for the event/venue itself before the weekend commences.	Attendees 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 and may risk serious and possibly fatal injury from the use of faulty power tools during build up and break down of the event.	▪ Overhead (OH) power lines marked on event map; staff aware of dangers of working near OH lines. ▪ Avoid erecting fencing and barriers under OHPLs. ▪ No digging by hand will be required for the event so this will remove the risk of severing through any underground cables. ▪ Selection of correct tools/equipment.	Low	▪ Ensure Clear access to the fuse box.			
	During the event	Public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment whilst attending the event	▪ 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.	Low				
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.	▪ 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.	Low	▪ Access to a first aider will be available at all times during the event.	Named person and club		
High Temperatures	All areas especially under lighting.	Competitors/all attendees may suffer from dehydration or fainting if it is too hot.	▪ Adequate ventilation supplies fresh air to public areas – The event is taking place outside so fresh air will be readily available. ▪ Water and fluids will be available across the weekend from the food/drink sales areas. ▪ A first aider will be available all weekend should anyone need medical attention due to high temperatures.	Medium	▪ If hot weather is predicted for the weekend of the event have extra gazebos organised that can be put up to act as shade for attendees/competitors that are waiting to compete. ▪ Monitor the weather forecast in the lead up to the event and where a hot forecast is predicted email out to stewards/helpers and competitors to remind them of the dangers of hot temperatures and to advise them to make sure they have enough water with them or means of buying water from the food sales areas.	Named person and club		

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Ploughing Match	Injury to visitors and spectators	Members of the public, stewards and judges.	▪ All competitors/stewards/public will be asked to adhere to any rules, and these will be followed and enforced. Ploughing plots need to be 12m to 15m wide and approximately 70m long and follow the National Ploughing Association Rules. ▪ Event is taking place outside in the open air on farmland. ▪ Ensure the stewards provide designated walkways for spectators to keep them away from uneven ground and moving machinery. ▪ Ensure there is plenty of space for machinery to turn round safely out of the way of spectators. ▪ Ensure all competitors have agreed to hold valid insurance and are competent to drive the machine. All junior competitors should be accompanied by a responsible adult at all times. ▪ Ensure horse ploughing is cordoned off and all horse ploughmen/ women must agree to holding public liability insurance to plough. Water must be available for horses to drink and a quiet space for horse boxes and horses to rest away from crowds and loud noises. ▪ Ensure a 'tractors turning' signs and 'mud on road' signs out on the road within reasonable stopping distances of the entrance ▪ Ensure a road sweeper will be on stand-by to ensure road is kept clean. ▪ Ensure the entrance to the field is on a level straight bit of road for good vision of passing traffic. Avoid members of the public parking on the grass verges. Organisers to keep a close eye on the weather forecast in the days prior to the match. A field inspection will be carried out by the chairman of the club a day prior to the match and between the inspection and the forecast a decision will be made as to whether the match will go ahead or not. When marking out the field and setting up the day before the match the organisers will	Medium	▪ Knowing that the decision may be needed to cancel the event all together in the event of a severe weather/flooding. ▪ In the event of a near miss, incident or accident, an incident form must be completed and returned to County Office as soon as possible.	Named person and club		

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			walk the field in order to make sure there's nothing able to cause damage to machinery or the public. Any hazards will be dealt with appropriately whether it is an area cordoned off or in extreme circumstances the event cancelled. In the event of horses possibly attending, all owners are aware they must supervise their animals at all times and not be any further than 2 meters from their animals unless they're in the horse box. When resting the horses must be secured to the side of the horsebox and kept under close watch in designated area away from general public. All horse owners have their own insurance to participate in the event. Ensure horse ploughing is cordoned off and all horse ploughmen/ women must agree to holding public liability insurance to plough. Water must be available for horses to drink. Designated footpaths will be marked out for the spectators to walk in away from the machinery and a parking area will be market out for all competitors out of the way of spectators to ensure the public are kept safe. Local authorities such as the police and highways department have been informed of the event taking place. The police reference number for the event is NYP- Ensure the club has a copy of the landowners valid public liability certificate prior to the commencement of the ploughing match.				

Reviewed 02.08.2024