

Risk Assessment

Event: Memory of the Free Festival concert

Time/Date: Noon-7pm, 16 August 2014

Venue: Croydon Road Recreation Ground, Beckenham

Potential hazard?	Who might be harmed?	What could go wrong?	Precautions?	Controlled by?
Vehicle movements - pre / post event	Public, stall holders, staff.	Collisions with other vehicles, people and/or infrastructure	- Entrance and exit to the site via single entrance. - Max speed 5mph on site.	- Stall holders, staff told to use vehicle entrance prior to event. - Access defined by barrier. - Entrance onto site supervised.
Vehicle movements - during	Participants, customers, staff, stall holders	Collisions with other vehicles, people and/or infrastructure	Only emergency service vehicle permitted, all other vehicle movements banded.	Monitored by organiser and Council staff.
Minor injury	Participants, customers, staff, stall holders	Slip, trip, stumble, cut and/or graze	- Provide first aid station. - Refer to minor injuries unit at adjacent hospital.	Council staff hold basic first aid qualifications.
Major injury	Participants, customers, staff, stall holders	Broken bone, heart attack, stroke, epileptic episode,	- Provide first aid station. - Have means to call emergency services	Council staff hold basic first aid qualifications.
Over crowding / site security	Participants, customers, staff, stall holders	Too many people try to access the site or on the site	- Define event area. - Define pedestrian entrances. - Control numbers. - Be able to contact park security company	- Use barriers (road pins, safety barrier). - Create two specific entrances (gazebo, table and chairs). - Issue wrist bands to all participants / customers.

Wet, windy and cold weather	Staff, stall holders, customers, public and participants	<ul style="list-style-type: none"> - Surfaces become muddy, slippery, uneven, less stable. - Tools and equipment difficult to use. - Temporary shelter become unstable. - Unsafe to use electricity – cables / generator(s). 	<ul style="list-style-type: none"> - Restrict the use of equipment and/ electricity and in the extreme, close the event. 	
Detritus	Staff, stall holders, customers, public and participants	<ul style="list-style-type: none"> - Attraction of animals, pests and vermin. - Potential contact with hazardous material(s). 	<ul style="list-style-type: none"> - Ensure sufficient/ appropriate disposal units available. - Convey what to do / who should deal with hazardous material(s). - Collect and remove waste from site post event. 	<ul style="list-style-type: none"> - use Council waste collection service / hire Euro bins. - gloves, waste bags and sharps box on-site.
Outside companies providing activities, such as bouncy castles.	Customers, staff, activity supervisor(s)	<ul style="list-style-type: none"> - Fall from equipment - Unsecured equipment - Untested equipment 	<ul style="list-style-type: none"> Check external parties have appropriate safety arrangements in place: risk assessments, method statements, records of equipment maintenance, proof of EU compliance and public liability insurance. 	<ul style="list-style-type: none"> - provision of crash mats and use suitable straps used to secure equipment.

Completed by: *Amber Phillips*

Date: 29 JULY 2014