

# EVENT RISK ASSESSMENT FORM

<b>Event</b>	<b>BOWDONBURY FESTIVAL</b>
<b>Date of Event</b>	<b>SATURDAY 29<sup>th</sup> &amp; SUNDAY 30<sup>th</sup> MAY 2021</b>
<b>Date of Risk Assessment</b>	<b>12<sup>th</sup> March 2021</b>

**Pre-Event Check List:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Have we checked the venue is Suitable for the type and number of attendees?	Y	Anyone in attendance	Hard standing and grass area— level open site.	Medium	Additional lighting and fence to enclose event area	Low
2	Obtained copies of risk assessments insurance cover and safety paperwork from location/venue site, catering and bar supplier	Y	Anyone in attendance	Discuss with Max	Medium	Attach documentation and evidence	Low
3	Have we completed Risk Assessment for Event?	Y	Anyone in attendance	As per these forms	Low	Update and maintain as event evolves	Low
4	Do we have adequate insurance cover for event?	Y	Anyone in attendance	In Place With Club/ Site.	Medium	Confirmation of cover from Club.	Low
5	Do we have sufficient stewards and other staff for the event?	Y	Anyone in attendance	Volunteer lists register held at help desk – all areas covered by at least 8 staff via app and each ticketholder as	Low	Covid -19 training and guidelines in place for volunteers & stewards. Confirmed All adequately covid trained	Low

				designated area to sit.			
6	Have all structures been inspected and approved by competent person?	Y	Anyone in attendance	Max will overall check site prior to opening event	Medium	Update and maintain as event evolves	Low
7	Have we contacted appropriate local organisations for advice – eg Police, Fire, Ambulance?	Y	Anyone in attendance	Have own private security Benchmark and additional Social Distancing Maintenance staff.	Low	Spoken to them re any advice needed to hold event and very supportive – maintain this contact.	Low
8	Have we applied for appropriate Event Licence as applicable?	Y	Anyone in attendance	Discuss with Max	Medium	Application submitted.	Low

## Event Check List:

### Site Conditions:

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is the site free from Tripping Hazards such as cables, potholes, tent pegs etc?	Y	Anyone in attendance	Max will overall check site	Medium	Update and maintain as	Low

				prior to opening event		event evolves 'Walk don't Run' signage and sufficient lighting	
2	Are there sufficient entrances/exits clearly marked?	Y	Anyone in attendance	See Site Plan and schematic attached.	Low	None	Low
3	Can emergency vehicles gain access?	Y	Anyone in attendance	See Site Plan and schematic attached	Low	None	Low
4	Will the site be suitable for the weather conditions expected?	Y	Anyone in attendance	Expected dry and sunny forecast site hard standing and grass	Low	None	Low
5	Are there Site Specific Hazards such as power lines, changes in level and are public protected from them?	Y	Anyone in attendance	All changes in levels and steps clearly marked with white paint - lights and clear entrance.	Medium	Max Ensure all cables protected and more signage in place if required update form	Low

6	Is there separate vehicle and pedestrian access?	Y	Anyone in attendance	Controlled by signs, fences and Stewards	Low	Harris fencing in place.	Low
7	If there are perimeter fences are these safe, load bearing and designed to prevent climbing?	Y	Anyone in attendance	Secured Harris fencing, tree fence secure, Stewards attend during event.	Low	None	Low
8	Are safety barriers correctly designed and located?	Y	Anyone in attendance	As above	Low	None	Low
9	Is there adequate signage, eg for car parks, first aid points, toilets?	Y	Anyone in attendance	Max will overall check site prior to opening event	Medium	Update and maintain as event evolves	Low

**Traffic Management:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is there adequate parking provision?	Y	Anyone in attendance	Designated parking for	Low	Stewards in place.	Low

				disabled and public. No vehicles allowed access to event site during opening hours. See site plan.			
2	Are there adequate parking signs?	Y	Anyone in attendance	Across site and approaching site.	Low	None	Low
3	Do we have sufficient stewards for parking?	Y	Anyone in attendance	Managed by Stewards for parking in Hi Viz.	Low	Stewards in place.	Low
4	Is there adequate lighting in car park?	Y	Anyone in attendance	Additional halogen and festoon lighting to be put in place but venue should still be daylight by end of concert.	Low	None	Low
5	Do we have measures to move broken-down or stuck vehicles blocking accesses?	Y	Anyone in attendance	Plan in place – Managed by security on	Low	None	Low

				site to assist.			
6	Do we have plans to cover full car parks and queuing in roads?	Y	Anyone in attendance	Parking on Site, third party sites in use also.	Low	None	Low
7	Have we obtained permissions to close roads where necessary?	N/A					
8	Is there adequate signage to the event?	Y	Anyone in attendance	Max will overall check site prior to opening event	Medium	Update and maintain as event evolves	Low
9	Is there adequate access for emergency services?	Y	Anyone in attendance	See site plan and security on site to assist	Low	None	Low
10	Has the Traffic Management Officer for the Police been informed?	N/A		Due to size of event			

**Electrical Safety:**

Ref	Point of Note/ Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Has the electrical Installation been installed by a competent person?	Y	Anyone in attendance	Professional stage electrical installation	Low	None	Low

2	Is the supply protected by a suitable earth leakage device (RCD) with a maximum trip rating of 30MA?	Y	Anyone in attendance	Professional electrical installation	Low	None	Low
3	Are all parts of the electrical installation protected from weather?	Y	Anyone in attendance	Covers and weather proof connections	Low	None	Low
4	Do any cables create a trip hazard?	Y	Anyone in attendance	Secured and protected	Low	None	Low
5	Are cables or other electrical equipment protected against damage?	Y	Anyone in attendance	Secured and protected	Low	None	Low
6	Is any generator fenced to prevent access?	Y	Anyone in attendance	Back of stage only and closed off area	Low	None	Low
7	Are fixed sockets or fused multi-socket boards used rather than adaptors?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update and maintain as event evolves	Low
8	Is electrical equipment adequately secured (eg lighting overhead)?	Y	Anyone in attendance	Max will check site prior to opening event	Medium	Update and maintain as event evolves	Low
9	Is any portable electrical equipment adequately maintained and in a safe condition?	Y	Anyone in attendance	PA system Managed by IG Stage Hire.	Low	None	Low

**Safety of Structures:**



Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Has any seating/Staging/Lighting been erected by a competent person?	Y	Anyone in attendance	By IG Stage Hire / Professional Firm.	Low	None	Low
2	Has the structure been inspected to ensure safety?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update and maintain as event evolves	Low
3	Are there stewards in place to ensure no overloading of structures?	Y	Anyone in attendance	Stewards in Hi Viz in attendance at all times	Low	None	Low
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**Fire Safety:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Are there sufficient exits and are they clearly marked?	Y	Anyone in attendance	Signage and no open flames	Low	None	Low
2	Are exits distributed around the site?	Y	Anyone in attendance	Signage and site plan	Low	None	Low

3	Do we have a documents fire evacuation procedure?	Y	Anyone in attendance	Site plan attached with additional emergency exits.	Medium	Update and maintain as event evolves	Low
4	Are all organisers and stewards trained on the fire evacuation procedure?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update and maintain as event evolves	Low
5	Are there adequate fire extinguishers?	Y	Anyone in attendance	Back stage and help desk	Low	None	Low
6	Are fire points clearly marked?	Y	Anyone in attendance	Max ensure signage in place with extinguishers	Low	Update prior to the event please	Low
7	Is there a means of warning people of a fire?	Y	Anyone in attendance	PA system and alarms	Low	None	Low
8	How will disabled people be evacuated in the event of a fire?	Y	Disabled and Elderly	Stewards will be allocated to assist wheelchairs	Low	None	Low

**Emergency Planning:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is there a plan to deal with any emergency eg Fire, Cancellation of Event, Emergency Services etc?	Y	Anyone in attendance	Gazebos to be weighted for high winds –	Low	Update and complete as site is evolving	Low

				Main stage and marquee heavy duty and secured to the ground. Severe weather will close event – Max authority			
2	Are all organisers and stewards aware of the plan?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update and maintain as event evolves	Low

**Communication:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is there a means of communication between key organisers and stewards?	Y	Anyone in attendance	Walkie talkie system help desk, car park,	Low	Back up mobile phones – number list being	Low

				entrance, stage, first aider. Back up mobile phones – number list being circulated.		circulated to all stewards in Hi Viz	
2	If using mobile phones or walkie talkies, do these work in all areas of the site?	Y	Anyone in attendance	Tested on previous events and site small enc area.	Low	None	Low
3	Are there adequate means of communication with the public, especially in the event of a need to evacuate?	Y	Anyone in attendance	PA system supplied by IG Stage Hire	Low	Stewards aware of evacuation plans and meet muster points.	Low

**Covid – 19 safeguarding:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is the event inside or outside?	Y	Anyone in attendance	Event totally located outside no access to	Low	None	Low

				general public.			
2	Does the capacity meet the guidelines with adequate stewards in place to manage?	Y	Anyone in attendance	Limited capacity – ticket only entry booked online and public taken directly to their table/seat or picnic marked out 2M area by a steward – instructions on each tables of 2,4 or 6 or picnic area as to how event will run under covid-19 guidelines	Medium	Update and maintain as event evolves	Low
3	Is hand sanitiser available?	Y	Anyone in attendance	Hand sanitiser stations at both entrance and exit with signage to encourage frequent use	Medium	Update and maintain as event evolves	Low
4	Are there track and trace facilities in place?	Y	Anyone in attendance	we supply a list from our on line booking, plus	Low	Update and maintain as event evolves	Low

				stewards & others attending.			
5	Are there thermal checks in place?	Y	Anyone in attendance	On site and accessible to stewards at help desk	Low	None	Low
6	Are there 2 metre distancing rules applied?	Y	Anyone in attendance	Areas 2M distanced allocated and named tables/seats or picnic area managed by security and stewards.	Low	Update and maintain as site evolves	Low
7	Are there adequate toilet facilities for Covid – 19? methods?	Y	Anyone in attendance	Extra toilet facilities – cleaned between each visitor – cleaner in attendance at	Medium	Update and maintain as site evolves	Low
8.	Is there a clear one way system in place?	Y	Anyone in attendance	Clearly signed and marshalled by stewards with entrance and exit points. Limited flow of public as ordering of food and drink done via a QR	Low	Update and maintain as site evolves.	Low

				Code – then served to their table. If don't use app there is waitress service to reduce any chance of queues.			
9.	Are there support services for the public who may need assistance?	Y	Anyone in attendance	Help Desk, First aid station, on site – use of walkie talkies to maintain communication between staff.	Low	Update as site and event evolves.	Low
3	Are the stewards and staff adequately protected with PPE?	Y	Stewards and staff	Covid guidelines attached. Event stewards wearing gloves and faceshields at all times plus hi viz and use of hand sanitising frequently.	Low	Update and maintain as site and event evolves	Low

**Toilets:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
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1	Are there adequate toilets for the number of people likely to attend the event?	Y	Anyone in attendance	outside event only x 8 cubicles (one disabled and baby changing)	Low	None	Low
2	Are toilets visible, signed and well lit?	Y	Anyone in attendance	Halogen and festoon lighting outside	Low	None	Low
3	Are there measures in place for checking condition of toilets and replenishing supplies?	Y	Anyone in attendance	Stu's Loos – contract company	Low	None	Low
4	Is there adequate provision of disabled access toilets?	Y	Disabled and elderly	Disabled toilet outside	Low	None	Low
5	Are there suitable containers for disposal of sanitary towels and nappies?	Y	Anyone in attendance	Changing table in disabled toilet.	Low	Extra bins placed in toilets and checked/emptied regularly	Low

**Information Points:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
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1	Is there a location where people can get information about the event or where lost children can go?	Y	Anyone in attendance	Help desk well signposted.	Low	MC will frequently announce any lost child message and safety throughout event	Low
2	If lost children are left with adults, have safeguarding regulations been met?	Y	Anyone in attendance	checked safe guarding individual will be assigned.	Low	Update as event evolves if needed	Low

**Waste Disposal:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Are there adequate rubbish bins around the site?	Y	Anyone in attendance	Large black bins and volunteers will clear tables and areas black bags to be given to those in picnic area & encouraged to take	Low	Club staff to manage rubbish removal and keep site clear	Low

				rubbish home with them.			
2	Do we have suitable arrangements for the disposal of rubbish from the site?	Y	Anyone in attendance	Robinsons Brewery responsibility.	Low	None	Low

**Noise:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Have we contacted any local residents who may be affected by noise from the event?	Y	Anyone in attendance or in surrounding area	event finishes at 10pm, soundscape towards sports area, no fireworks.	Low	None	Low
2	Are generators located so that they do not create a noise for neighbours?	Y	Anyone in attendance or in surrounding area	Not near any buildings or homes	Low	None	Low

**Special Needs:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level

1	Is access to the site suitable for those with special needs?	Y	Anyone in attendance	Site flat, hardstanding	Low	None	Low
2	Is disabled parking located near the event?	Y	Anyone in attendance	Allocated spaces with steward assistance via wheelchairs if needed.	Low	None	Low
3	Are adequate accessible toilets provided for the event?	Y	Anyone in attendance	Disabled toilets outside	Low	None	Low

**First Aid:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Is first aid provision suitable for the number of people attending the event?	Y	Anyone in attendance	North West First Aid company supplying 1x qualified	Low	None	Low
2	Are first aid centres clearly signposted?	Y	Anyone in attendance	Signage on own gazebo	Low	None	Low
3	Are first aiders clearly identifiable?	Y	Anyone in attendance	In uniform and will be announced regularly by MC	Low	Incident forms for any people treated	Low

4	Are the first aid staff aware of our emergency procedures?	Y	Anyone in attendance	Check by Max on site before event will ensure he has walkie talkie access and next to help desk	Low	Update as event evolves	Low
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**Insurance:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Have we sufficient public liability insurance for the event?	Y	Anyone in attendance	Policy on event at Venue.	Medium	Cover confirmed	Low

**Accidents:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Do we have a procedure for dealing with accidents?	Y	Anyone in attendance	Help desk hold	Low	None	Low

				incident folder. First Aider completes incident forms for anyone seen.			
2	Have we a form for recording details of any accidents?	Y	Anyone in attendance	As above	Low	None	Low
3	Have we arrangements for notifying the appropriate authorities in the event of a major incident?	Y	Anyone in attendance	Max on site before event	Medium	Update	Low

**Crowd Management:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Are there sufficient stewards for the event?	Y	Anyone in attendance	Private security on site. Stewards 12+ to cover site	Low	Printed briefing document given before event	Low
2	Are the stewards trained and competent to deal with the public?	Y	Anyone in attendance	Worked role at several similar events	Low	None	Low
3	Is there an adequate means of communicating with the public?	Y	Anyone in attendance	PA system/ and MC	Low	None	Low

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**Catering Operations:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Are food businesses carrying out their work in a safe and hygienic manner?	Y	Anyone in attendance	Checked documentation	Low	None	Low
2	Have we seen food hygiene certificates from all caterers?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update	Low
3	Have caterers provided proof that gas and electrical installations are safe?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update	Low
4	If gas cylinders are used are these secure and located where they cannot be tampered with?	N/A					

5	Does the caterer have sufficient firefighting equipment?	Y	Anyone in attendance	Onsite equipment plus our own	Low	None	Low
6	If using a generator is it electrically safe and located in a secure position?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update	Low
7	If using their own generator is fuel safely stored in an appropriate container?	Y	Anyone in attendance	Check by Max on site before event	Medium	Update	Low
8	Have the local authority environmental health team been advised of the event?	N/A					

**POST EVENT:**

Ref	Point of Note / Type of Hazard	Y/N/NA	Persons at Risk	Current Control Measures	Risk Level	Additional Control Measures	Residual Risk Level
1	Has the site been cleared and left in a safe condition?	Y	Anyone in attendance	Max will check site with groundskeeper	Medium	Update as needed after event	Low
2	Has a safety review been carried out following the event?	Y	Anyone in attendance	Check by Max on site after event	Medium	Hold post event meeting and update	Low
3	Has this document been updated with any new points that came out of the review?	N	Anyone in attendance	Check by Max on site after event	Medium	Update	Low

Person Carrying out Check: .....

Date: .....