**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

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| Event Name | **10 DAYS OF PRAYER** | Date : | **20th- 27th Sept 2017** | Time: | **11.00am – 10.00pm Daily** |
| Location | **Forbury Gardens** | Event organiser | **Tim Doolan** | Event safety controller | **Tim Doolan** |
| Assessor | **Richard McCoull** | Date: | **30.08.17** | Permission given by | **Luke Lloyd - RBC** |

**Section 1** - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

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| 1. | Fire hazards | **√** | 7. | Manual Handling | √ | 13. | Pressurised equipment |  | 19. | Inflatable |  | 25. | Welfare | √ | 31. | Lone working |  |
| 2. | CoSHH | **√** | 8. | Layout and traffic routes | √ | 14. | Noise / Environmental noise | √ | 20. | Fairground equipment |  | 26. | Sanitation | √ | 32. | Vehicles, driving | **√** |
| 3. | Crowd control | **√** | 9. | Lighting levels | √ | 15. | Communication |  | 21. | Lasers |  | 27. | Food provision |  | 33. | Machinery/lifting equipment |  |
| 4. | Slips, trips, housekeeping | **√** | 10. | Lighting systems | √ | 16. | Violence to attendees or staff | √ | 22. | Fireworks |  | 28. | Work with animals |  | 34. | Waste removal | **√** |
| 5. | Fall of person | **√** | 11. | Heating and ventilation |  | 17. | Marquees |  | 23. | Pyrotechnics |  | 29. | Chemicals, fumes dust |  | 35. | Other - please specify |  |
| 6. | Fall of objects | **√** | 12. | Electrical equipment | √ | 18. | Other temporary structures | √ | 24. | Seating arrangements | **√** | 30. | Confined space |  |

**Section 2** – Who may be at risk – tick the boxes of all relevant persons at risk

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| Volunteers | ✓ | Contractors | ✓ | Students | ✓ |
| Children | ✓ | Visitors | ✓ | Special needs | ✓ |
| Artists/musicians | ✓ | Organisers | ✓ | The public | ✓ |

**SOCIAL EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

**Section 3** – Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

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| Hazard No. | Hazard description | Existing controls | Risk level | | | Further action needed |
| High | Med | Low |
| **1** | Fire Hazard/ Electrical equipment , exposed cables, Arson, smoking, generator exhaust, motor vehicles, | All Electrical Equipment used for the purpose designed, all Electrical Equipment is PAT Tested and in good condition, All cables are in good condition and put out of way from damage. The lights to be securely placed away from any flammable materials, No smoking in any of the tents and immediate outside areas, Security in place with regular patrols during the event and during the night, Appropriate Fire extinguishers will be available in the tent with clear instructions, Fire service notified of the event taking place. |  |  | **✓** | All Vehicle owners are responsible for fire safety of their vehicles whilst moving on and off site |
| **2** | CoSHH –  Generator Fuel | Once event is set up no vehicles will be allowed on site |  |  | **✓** | All Vehicle owners are responsible for fuelling their vehicles off site |
| **3** | Crowd Control | Significant numbers of stewards,  The preparation areas kept free from public access |  |  | **✓** |  |
| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed |
| High | Med | Low |
| **4** | Slips trips and falls, housekeeping | Guy ropes will be clearly marked and pedestrian walkways kept away from any of the guy ropes,  Stewards patrolling and ensuring tidiness in the preparation and main tent area, The control of cables by keeping them away from surface walk ways or covered with safety matting  Any unused items, rubbish to be removed and all walk ways to be kept clear |  |  | **✓** |  |
| **5** | Fall of person-  Putting Tent up & taking tent down,  Rigging of lighting system | Spearhead appropriate persons assigned to the task of putting the tent up & down will follow Spearhead ministries Safe system of work  Other persons prohibited from accessing the top of the tent  Appropriate access equipment to be used at all times, lighting rigs will be installed and supplied by Spearhead ministries using the Safe system of work |  |  | **✓** |  |
| **6** | Fall of objects  personal items & hand tools | Spearhead appropriate persons assigned to the task of putting the tent up & down will follow Spearhead ministries Safe system of work, and make sure all personal items are left on the ground securely , and hand tools tethered to the workers |  |  | **✓** |  |
| Hazard No | Hazard description | Existing controls | Risk level | | | Further action needed |
| High | Med | Low |
| **7** | Manual Handling | Tent erecting and load down will be strictly supervised by Spearhead ministries, all good manual handling practises will be used, ,  All other ancillary displays to be responsible for own manual handling load in and load out, Volunteers to avoid lifting where poss |  | **✓** |  | Manual workers will be briefed by their team leaders prior to starting the task |
| **8** | Layout and traffic routes | All traffic routes are confined to delivering and setting up the tent and taking down tents |  |  | **✓** |  |
| **9** | Lighting Levels | Final Lighting checks to be carried out to ensure that lighting is sufficient to cover all areas of the venue and include emergency lighting before & after each day, |  |  | **✓** |  |
| **10** | Lighting Systems  Unintended collapse, heat , fire, trips | Rigging of the lighting systems –Appropriate access equipment to be used at all times, lighting rigs will be installed and supplied by Spearhead ministries using the Safe systems of work, all rigging and cables kept out of the way of pedestrian walk ways, all brackets to be securely mounted and have pre start checks, The lights to be securely placed away from any flammable materials |  |  | **✓** |  |

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| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed |
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| **12** | Electrical equipment | Electrical connection will be made to the council’s electrical point at the bandstand and a safe connection and isolation to the Venue and ensure that all temporarily installed electrical systems are installed correctly and safely. |  | **✓** |  |  |
| **14** | Noise/Environment Noise –  Music, Vehicles | Music/vehicle movements will be finished each night by 10.30pm to reduce the environmental impact in the residential area |  |  | **✓** |  |
| **15** | Communications –  Gate crashers, Violence & Aggression, Casualty situations | Security /stewarding team are to be issued two way radios, emergency contact phone numbers will be found in the tent, personal mobiles will be used in the event of an emergency |  |  | **✓** |  |
| **16** | Violence to attendees or staff – general public | no alcohol supplies, stewards on hand to address any needs of the guests |  |  | **✓** | Doormen/Stewards will be on duty – if there are any changes to this then additional controls may be required |
| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed |
| High | Med | Low |
| **17** | Marquee/Tent –  Putting up and load down, fire, unintentional collapse/ vandalism | Spearhead appropriate persons assigned to the task of putting the tent up & down will follow Spearhead ministries Safe system of work  There will be a no smoking policy in the tent including the immediate outside areas, all guy ropes and pegs will be fixed appropriately and regularly checked, Security patrols regularly carried out in and around the tent |  |  | **✓** |  |
| **18** | Other temporary structures | Static Bus, Portaloos and smaller tents will be installed and erected by the responsible owners under the direction of the project management |  |  | **✓** |  |
| **24** | Seating arrangements | All seating and tables are provided by Spearhead Ministries, all seating and tables will be checked prior to the event and all seating arrangements will allow for a minimum of 2 fire exits at all times, with no travel distance longer than 24 metres, Stewards/Site team to be responsible for maintaining the appropriate layout of seating and deal with any obstructions to any escape routes |  |  | **✓** |  |
| **25** | Welfare – site team | Hot & cold water, means to boil water toilets, rest area are all provided on the site for all the site workers and site team , |  |  | **✓** |  |

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| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed |
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| **26** | Sanitation – public health & hygiene | Clean well ventilated toilets with sufficient lighting, and hand washing facilities will be provided on site as 2 x portable toilet units |  |  | **✓** | All Toilets will be checked and cleaned regularly by suppliers |
| **32** | Movement of Vehicles and Bus | Bus to be moved on to site as directed by Event Safety Controller, and positioned safely.  All Vehicle movements will be kept to a minimum during the event.  Bus to be kept secure at all times and only driven by the licensed person,  Security patrols to patrol area regularly |  |  | **✓** | Supervised by responsible personnel when in position |
| **34** | Waste management /removal  Litter contamination | Waste bins will be provided in the tent and externally , with clear signs requesting litter to be put in the bins provided,  The Site team will empty the bins on a daily basis into larger containers to be taken off site ,also they will remove all waste bins and contents to an external rubbish skip at the end of the week |  |  | **✓** | Litter patrols will be carried out by the site team on a regular basis |