**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

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| Event Name | **Big Tent Event** | Date : | **20th-27th September 2017** | Time: | **11.00am – 10.00pm Daily** |
| Location | **Forbury Gardens** | Event organiser | **Spearhead / KC21** | Event safety controller | **Tim Grant** |
| Assessor | **Spearhead Ministries** | Date: | **30/08/17** | Permission given by | **N/A** |

**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 each tent with clear instructions, Fire service notified of the event taking place.  The generator will be refuelled out of hours once cooled, by competent persons using a funnel, No fuel will be kept on site at any time |  |  | **✓** | All Vehicle owners are responsible for fire safety of their vehicles whilst moving on and off site |
| **2** | CoSHH –  Generator Fuel | The Generator Fuel/Petrol will be kept off site and the refuelling of the generator done by competent person out of hours  Using strict hygiene practice and outside ventilated area |  |  | **✓** | 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  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 person 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 out 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,  CMA will be responsible for their own vehicle movements  Army vehicles supervised movement at all times |  |  | **✓** |  |
| **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 show, |  |  | **✓** |  |
| **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 | Spearhead Ministries to provide safe connection and isolation to the Venue by generator and ensure that all temporarily installed electrical systems are installed correctly and safely,  The generator has an isolation facility on it,  The generator will be sited away from the public and regular checks will be made by security patrol |  | **✓** |  |  |
| **14** | Noise/Environment Noise –  Music, Generator, Vehicles/Motor bikes | The generator is a whisper quiet generator- therefore it is unlikely to exceed the statutory noise levels  (80db(a)TWA 8hr ) 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 | Limited 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 | Other 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 and the army, all seating and tables will be checked prior to the event and all seating arrangements will allow for a minimum of 4 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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| **26** | Sanitation – public health & hygiene | Clean well ventilated toilets with sufficient lighting, and hand washing facilities will be provided on site as 4 x portable toilet units |  |  | **✓** | All Toilets will be check and cleaned regularly by housekeeping volunteers |
| **27** | Food provision –  Illness/sickness | All food will prepared by those who have the appropriate Basic Food hygiene certificates & competent persons cooking & serving the food |  |  | **✓** |  |
| **32** | Movement of vehicles –  HGV , Motor bikes, food vans, -  Theft, Ground damage, Noise, | All Vehicles to be moved on to site as directed by the Parking attendants, and positioned safely  All Vehicle movements will be kept to a minimum during the event  All vehicles 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 on display to the general public |
| **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 in to 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 |