

Event Risk Assessment Form

Event Name:	Lions Fun Day (Paignton Lions Club)	Date:	22 nd August 2021	Venue:	Youngs Park, Goodrington, Paignton
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
SITE	MANAGEMENT:-				
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. Catering outlets must be located away from entry or exit points Number of marshals for the event = ...9....	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	Low	PA System to advise all public to vacate the immediate area and make there way to the nearest point of safety, Marshall to direct the public. I the event of a storm all Gazebos to be taken down and all items to be secured safely and area vacated, Marshalls to assist.	Very Low
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	Adequate First Aid cover is to be provided by Torquay based Devon EMS Ambulance and First Aid Service. Number of qualified First Aiders to be present for event = 2 Ambulance available on Call should it be required.	Low

Care of children	Lost children	Members of the public – children	Medium	A Clearly identified “lost children” point will be located at the Bandstand with Identifiable marshals. PA system also in place and located in the bandstand.	Low
Toilet provision	Not enough toilets	Members of the public	Medium	Use public toilets on site deemed to be adequate. Healthmatic to be notified.	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	No designated parking available. Stall holders and public to use public pay & display Car Parks nearby.	Low
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	The PA SYSTEM is one of the main risks of fire as the main electrical appliance on site, appropriate Fire Extinguisher to be sited nearby. There is also a risk from the catering suppliers of gas and/or electrical from Diesel powered Generators. Ensure stall holder has relevant Fire extinguishers available. Generators must be silent running and Diesel fuelled. They must also be situated a safe distance from stall and safely fenced off. In the event of a fire the marshals are to ensure risk is minimised, fire extinguished or fire brigade summoned. PA System available to broadcast any evacuation instructions and Marshalls to coordinate evacuation of all to safe areas.	Low

Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	<p>Limited Vehicles will be allowed on grass areas for the purposes of unloading and loading their stall only subject to ground conditions being suitable. All vehicles are to leave the site for the duration of the event with vehicular movement prohibited between 10.45am and 16.00hrs except Emergency vehicles.</p> <p>Vehicles are limited to 5mph on the site and should be escorted by an event marshall.</p> <p>In the event that the ground is unsafe underfoot or is likely to suffer damage from footfall the event will be cancelled.</p>	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	<p>Appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event will be cancelled or postponed by the event organiser due the risks involved.</p> <p>Stalls are to be situated as far away as practicable from trees wherever possible.</p>	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	<p>Stall holders to ensure any litter generated by their stall is collated at the time in suitable receptacles. Stall holders responsible for removal of said litter.</p> <p>A litter pick is to be pre-arranged and undertaken as a precaution by event organiser/volunteers immediately after the event and any litter placed in black bags.</p> <p>We anticipate zero waste for Lion's members!</p>	Low

Use of companies/operators to provide any service as part of the event (eg: bouncy castle.	Various	Various	Medium	Obtain all operator's risk assessments and safe working practices, and check through them to ensure they are adequate. (The Council do not need to see them, but is important that, as event organiser, we do.)	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	Ensure that if any supervisors, volunteers, operators, or marshals at the event will be working one to one with children or in a situation where there is only one adult with a child/children for any duration of time, that they are Criminal Records Bureau checked. This is a responsibility of the event organizer, namely Paignton Lions Club. Safeguarding policy to implemented at all times.	Low
Crowd management (marshals)	Pinch points. Over-crowding. Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with radio system, to crowd manage safely should he need arise. Marshals to be fully briefed prior to event.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician. Appropriate Fire Extinguisher in close situ	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low

Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	<p>Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site.</p> <p>All vehicles must be off site 15 minutes before event starts and must not return until event has finished, safety officer/event manager will advise when safe for cars to return after event finish. Marshalls to supervise safe movement of all traffic on event site.</p>	Low
ACTIVITIES:-					
Face Painting	Allergy to paints	Members of the public - children	Medium	<p>Erect sign: If child has allergy / skin condition then must not have face painted. Staff to ensure all parents/guardians sign form re no allergy/giving permission</p> <p>Must have Public Liability Insurance for £5m cover – copy to be provided.</p>	Low

Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points	Low Low
	Allergic reaction	Members of the public – especially children	Medium	Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
	Fire	Staff / members of the public	Medium	Fire extinguishers mandatory in all catering units.	
Dog show	Uneven ground	Competitors / dogs	Low	Check for ruts or holes prior to event, fill in if required	Low
	Dog health / injuries	Dogs	Low	Have veterinarian on call. Have quarantined area with dog first aid equipment. LBC Parks inform dog warden of dog shows, may attend	Low
	Heat exhaustion	Competitors / dogs	Medium	Ensure water available on site & signposted	Low
	Dog faeces	Competitors/ dogs / visitors / general public	Medium	Ensure all faeces immediately collected and placed in refuse sacks. Ensure removed from site	Low
	Tripping over dog show rings	Members of the public / competitors	Medium	Wrap hazard tape around rings.	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users	Members of the public – children / supervisor	Medium	<p>The event organizer must ensure that the operator complies with all of the Bouncy Castle Regulations as provided by SPC (please ask for a copy if not yet received) – this includes sections on anchorage, weather, damage, overcrowding, supervision, training, etc.</p> <p>Event organiser must also ensure operator uses ADIPS or PIPA inspection schemes (or PUWER) – get a copy of their safety certificate to check.</p> <p>Event organiser also to obtain copy of operator’s Public Liability Insurance for £5 million.</p>	Low
	Inflatable not secured properly - accidents	Members of the public – children / supervisor	Medium	The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables.	Low
	Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public especially children	Medium	The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.	Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc	Low
Children’s entertainer	Molestation / abduction	Children	Medium	Children to be always supervised by parents. No children left on own. Ensure entertainer qualified/certificated	Low

Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	Safety net positioned behind shy. Area fenced off. Event to be always supervised	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee company certificated and have PLI £5m cover and provide copy of their to event organiser/manager – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire fighting equipment in place and that ignition source issues are addressed. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo.	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution. Provide to the PC & Events Manager the name of a nominated noise control person and their mobile telephone number;	Low
Archery	N/A	N/A	N/A	NO ARCHERY ALLOWED IN THE PARK	N/A
Entertainment Arena	Trips/Falls	Participants	Medium	Clearly identified Entertainments Arena to be taped off to keep members of the public and the participants safe. Ensure any major ground unevenness in the arena is reduced to a minimum.	Low
COVID-19	Risk of Infection	Volunteers, General Public, Stall holders, Marshalls	Low	The event is to comply with all current Government rules/regulations/advice valid on the day.	Low

COVID-19	Risk of Infection	General Public, Stall holders, Marshalls/Volunteers		Stalls to be spaced 1mtr apart. General public advised to social distance. Hand Sanitiser stations to be provided. Wearing of Face Masks advised. All are advised not to attend if feeling unwell and suspect Covid-19.	Low
COVID-19	Risk of infection	Stall holders and general public	Low	Suggest stall holders to regularly clean touch points	Low
COVID-19	Risk of Infection	Volunteers, Stall holders	Low	Suggest any handshaking is limited.	
COVID-19	Risk of infection	Volunteers, Stall Holders	Low	Request those staffing and attending the event to follow good infection control practice eg. LFD tests, vaccination (if they are eligible), regular hand hygiene, and face coverings if mixing in enclosed spaces.	Low
COVID-19	Risk of Infection	All in attendance	Low	Prepare and situ signage on site listing advice on social distancing, hand hygiene, masks etc,	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) ...**IAN SNELL**.....

Organisation: ..Paignton.Lions Club..... Position: ..Event Manager.....

Signature: *I Snell*..... Date: ...26th April 2021..... Updated..... 2nd August 2021