

Event Risk Assessment Form

Appendix G

Event Name:	Paignton Lions Club Annual sponsored "Walk into the Sea"	Date:	26 th December 2023	Venue:	Paignton Sea Beach and Eastern Esplanade
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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	General 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 outlet must be located away from entry or exit points Number of marshals for the event = 12	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	General public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; P.A. system the emergency services are to be contacted by marshals in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	General public	Medium	Provide adequate First Aid cover. (NB 2 is the minimum number of First Aiders for an event) Number of qualified First Aiders to be present for event = 2 Note: They should be Covid-19 aware/trained and have adequate PPE to protect from infection risk.	Low

Care of children	Lost children	General public – children	High	Clearly identified “lost children” point. Identifiable marshals. PA system in place (essential for large events).	Medium
Toilet provision	Not enough toilets	General public	Medium	Recommend that the use of public toilets on site will be adequate, event only lasts about 90mins max.	Low
Car Parking	Injuries caused by moving vehicles	General public – especially children / participants	Medium	Designated signed parking areas. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place. Car parking supervised by identifiable marshals wearing high visibility jackets carrying mobile radio to summon assistance from Control. First Aiders and ambulance on site. Specially designated area for disabled parking.	Low
Risk of fire	Burn or smoke injuries	General public but especially people with disabilities and children / staff / event participants / contractors	Medium	Identify combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition on the area being used <ul style="list-style-type: none"> - Checking that the fire would be detected in a reasonable time and people warned - Checking that people including persons with disabilities who may be in the building/marquee/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; & that suitably trained people are available to operate any fire extinguishers <p>Ensure roads/emergency exits are kept clear at all times Public Address system available to broadcast any evacuation instructions</p>	Low

Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	General public	Medium	No vehicle to be parked on any grass surfaces	Very Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	General public, children, Participants, Volunteers	High	Event manager together with their 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 must be cancelled or postponed by the event organiser due the risks involved. Note: situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Borrow litter picking tools in advance from Parks if necessary Obtain black bags at own expense Remove bags of collected litter from site.	Low
Working with Vulnerable Persons	Ensuring persons are protected	All vulnerable persons and Marshal's/Volunteers	Medium	DBS Checked marshal's to be present at all times especially at Registration and Lost Children point. No Marshall/Volunteer to be one to one with any vulnerable person at any time.	Low
Crowd management (marshals)	Pinch points. Over-crowding. Potential conflict re entry to event	General public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with radio system. Marshals to be fully briefed prior to event.	Medium

Public Address (PA) System	Cables catch fire or electrocute	General public & Volunteers	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	General public & Volunteers	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Volunteers, General public & Participants	Medium	Vehicle movement kept to minimum. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible, ensure all vehicles are on site before the event.	Low
ACTIVITIES:-					
Sponsored walk into the Sea	Tripping / falling on uneven ground	Participants & General public	Low	Check route before entry into the sea commences. Any hazards clearly identified, cordoned off and signposted	Low
	Dehydration / heat exhaustion / Hypothermia	Participants	Low	Provide drinks and access to fresh supply of drinking water. Adequate First Aid cover on site at all times.	Low
Sponsored Walk into the Sea	Risk of Drowning Participants do not go in above waist level. Medical episode resulting in Entrant / Participant drowning is a risk.	Participants	Low	Marshals/Spotters on the beach and on the pier keeping a watchful eye and in radio communication with Event Coordinator. Marshals on the beach to enter water and assist the Entrant/Participant out of the water and receive medical assistance. Other Entrants/Participants/Marshals to assist if required.	Very Low
Cash Collectors	Risk of theft / injury to cash collectors	Participants & General public	Medium	Cash to be removed to secure area for counting and subsequent banking. Police notified of event	Low
Stalls	Collapsing tables	General public & stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low

Catering – food / drink	Food poisoning	General public	Medium	Ensure caterer is 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.	Low
	Allergic reaction	General public – especially children	Medium	Catering outlets must be located away from entry or exit points 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. Gas Bottles on Catering Vans should either be enclosed in a Built-in External GRP, fire lined gas box or bagged and stored safely & securely if not.	Low
Beach/Sea	Rough Seas	All participants	Medium	HM Coastguard and RNLI on site. Event manager to be advised by above if risk is too high for event to go ahead.	
	Collisions	Participants & General Public	Medium	Ensure Participation arena is securely sectioned off from spectators and area marshalled.	
	Medical episode	Participants & General Public	Medium	Adequate First Aid cover on site with Devon EMS (Devon E vent M edical S ervices Group)	

Marquee / gazebo	Guy ropes/stakes trip hazard	General public & Volunteers	Medium	<p>Ensure any Gazebos are certificated and have PLI £5m cover and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape;; Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect gazebo. Access to any electricity supply if required must be connected by qualified electrician.</p> <p>Ensure Lions marquee / Pop up Gazebo is suitably secured, and all guide ropes are clearly highlighted to reduce trip hazard risk.</p>	Low Low
Road Closure	Signs Non-Compliance/ Breach	Volunteers/Marshals General Public	High	<p>The road Closure MUST be implemented by a suitably approved and qualified person wearing High Viz having completed and passed a Traffic Management for Community Events Course - a local authority approved accreditation.</p> <p>All correct signage and traffic barriers must be placed correctly and safely by said persons only always wearing High Viz.</p> <p>All Marshals to wear High Viz and must be fully briefed beforehand that at under NO circumstances are they to stand in the way of anyone intent on driving through the Road Closure.</p> <p>Personal Safety is paramount, and Marshals MUST NOT put themselves in harms way under any circumstances.</p> <p>As this event is NOT on the main highway, but leading only to seafront parking, the risk is low but vigilance is king.</p> <p>Marshals must not get involved any altercation but record all details of any abuse or breaches of the Traffic Order (Official Legal Road Closure) which will then be passed on to he relevant authorities.</p>	

COVID 19 Risk Assessment

Esplanade	Spread of Covid-19 Coronavirus	Participants, General Public & Volunteers	Low	<p>The event is to comply with all current Government rules/regulations/advice valid on the day.</p> <p>Pre event advice issued via all publications and social media advising that anyone feeling unwell and/or suspecting Covid-19 symptoms not to attend.</p> <p>Everyone will be advised to wear face coverings and to make use of the hand sanitisation stations made available.</p>	Very Low
All event areas	Spread of Covid-19 Coronavirus	Participants & Volunteers	Low	<p>ILLNESS REPORTING</p> <p>Anyone who suddenly feels unwell and suspects Covid19 symptoms will be directed to the medical area manned by Torbay EMS.</p> <p>Details to be kept and patient to advice event coordinator of the outcome after seeking further medical attention.</p> <p>In the event of a confirmed case of Covid19 events coordinator will contact Public Health immediately and all attendees will be notified.</p>	Very Low

NOTE: This risk assessment will be reviewed in line with up-to-date Government guidelines on Covid-19 and the local infection rate 1 week before the event date. If there is a significant deterioration of conditions locally serious consideration to cancelling this event will be undertaken. Similarly, extreme weather conditions on the day will demand serious consideration be undertaken into the safety of the event and may dictate cancellation of said.

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/Lion member.....

Signature:*I Snell*..... Date: 10th September 2023.....Updated..27/11/2023