

Oxenhope Millennium Green

“Event Risk Assessment - Village Fete”

Name of Group:	Oxenhope Millennium Green Trust	Date of Assessment:	12 July 2013
Name of Organiser:	Millennium Green Trustees	Date of Approval:	15 July 2013
Name of Risk Assessor:	Ken Eastwood	Date of Review:	2014 AGM

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Risk Assessment (Rating)	Comments
1	Management of Safety e.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the Trustees potentially negligent.	Members of Public Volunteers Stallholders	Safety Policy defines approach to management of health and safety. Event risk assessment(s) undertaken and kept under review. A nominated Trustee to be responsible for advising on health and safety matters. Public Liability Insurance to be maintained (with a minimum cover of £5 million).	Low	Revised Health & Safety management documentation approved by the Trustees on 15 July 2013. All documents and related records to be uploaded to the Trust's document store at www.millenniumgreen.oxenhope.net
2	Slips, Trips and Falls e.g. Injuries arising from slips, trips and falls from uneven ground	Members of Public Volunteers Stallholders	A thorough inspection to be undertaken of the Green prior to the fete with findings and resulting remedial actions recorded. On the day of the fete a further inspection to be undertaken in advance of admission to members of the public. Particular attention to be paid to stalls, gazebos and guide ropes (high visibility hazard tape to be used where necessary).	Medium	Appropriate records will be kept relating to inspections including details of any actions taken. The Trust maintains an online document store at www.millenniumgreen.oxenhope.net
3	Physical Hazards present at site e.g. Drowning, struck by falling trees, electrocution, vehicle hazards	Members of Public Volunteers Stallholders	Vehicular access during set-up and take-down to be restricted and carefully supervised. All vehicles to be off-site at least half an hour before the start of the event. Site inspection to include consideration of physical hazards.	Medium	Much of the main watercourse is fenced or otherwise shielded by vegetation or the erected stalls. Given that the event features a duck race it is not considered appropriate to erect temporary barriers. Water is not overly deep or fast flowing and adequate supervision will be provided.

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			<p>Generator and PA system to be closely supervised and located at event control point in an area not readily accessible to the public.</p> <p>Volunteers to 'marshall' the event paying particular attention to public access along the edge of the main watercourse.</p> <p>Access to the watercourse to be restricted to the volunteers organising the duck race.</p> <p>Stallholders to be made aware of specific physical hazards.</p>		
4	<p>Manual Handling e.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects</p>	<p>Volunteers Stallholders</p>	<p>Set up and take down to be supervised and appropriate advice given:</p> <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights ▪ All lifting by young persons to be especially closely supervised ▪ Wherever possible, lift items with assistance rather than alone ▪ Heavier lifting undertaken by volunteers from 'physical trades' 	Low	
5	<p>Working at Height e.g. Falls from ladders</p>	<p>Volunteers Stallholders</p>	<p>Bunting and signage shall be erected at a height that can be safely reached from ground level.</p> <p>Ladders will not be used before, during or after the event.</p>	Medium	Specific advice given to all Volunteers.
6	<p>Crowd Safety e.g. Overcrowding, crushing, drunken or</p>	<p>Members of Public Stallholders</p>	<p>The Green is large enough for the event proposed, with more than adequate space for the audience and the displays and exhibitions.</p>	Low	Alcohol is not on sale at the village fete.

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	violent behaviour	Volunteers	<p>There is more than ample distance between each stall and between the stalls and the arena.</p> <p>Walkways are well delineated and there is easy access to and egress from the site.</p> <p>It is not expected that drunken, unruly or violent behaviour will occur at a family oriented village fete.</p> <p>Stewards would summon Police assistance in the unlikely event of that being necessary.</p> <p>PA system and effective marshalling to ensure that visitors are kept informed and advised appropriately e.g. if the event closes due to extreme weather event or unforeseen incident.</p> <p>Volunteers and marshalls identifiable and able to communicate using mobile phones.</p>		
7	<p>Rides, Bouncy Castles & Exhibits</p> <p>e.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries</p>	<p>Members of Public</p> <p>Volunteers</p> <p>Stallholders</p>	<p>Trustees will make reasonable efforts to ensure that third parties providing rides, bouncy castles or similar exhibits are compliant with regulatory requirements and use equipment that is safe, correctly set-up and properly cordoned-off from the public.</p> <p>Requests will be made for copies of safety policies and risk assessment(s).</p> <p>Providers of such equipment will be required to evidence that they have public liability insurance in place (with a minimum cover of £5 million).</p>	Medium	<p>Appropriate records will be kept relating to rides, bouncy castles and similar exhibits, including confirmation that Trustees have reviewed risk assessments and insurance cover.</p> <p>The Trust maintains an online document store at www.millenniumgreen.oxenhope.net</p>
8	<p>Ring Activities</p> <p>e.g. Running events leading to injury or collision with others</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>The arena area will be roped-off and properly delineated.</p> <p>Activities will be appropriately supervised and commentary will ensure members of the public and participants are aware of activity taking place.</p> <p>The arena area will be closely inspected prior to the event to ensure there are no hidden holes or other hazards e.g. glass or dog faeces.</p>	Low	

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9	Fell Race e.g. Road safety incidents, navigation and injury incidents	Members of Public Participants	Marshalls will be in place at all road intersections. Participants will register and be counted 'back in' at the end of the event. The start of the race, from within the Green, will be properly announced and carefully marshalled to avoid collisions between runners and members of the public.	Low	The Fell Race is organised by a competent and experienced running club (Keighley & Craven Athletics Club).
10	Food Safety e.g. Inadequate hygiene or temperature control leading to food poisoning	Members of Public Volunteers Stallholders	Stallholders selling food, other than home baked cakes and equivalent, will be asked to provide evidence of food business registration. Any stalls displaying high risk foods will be expected to provide appropriate screening, take steps to avoid cross contamination and ensure adequate temperature control. On the day of the fete an inspection of stalls selling food will be undertaken in advance of public admission.	Low	Appropriate records will be kept relating to food safety registrations, on site inspections, and any resulting recommendations or actions. The Trust maintains an online document store at www.millenniumgreen.oxenhope.net
11	Fire Safety e.g. Cooking appliances, tents and inflammable materials	Members of Public Volunteers Stallholders	The only cooking on site is the equipment used in the tea tent, located safely at one end of the Green. Care is taken in terms of equipment siting and operation and in the unlikely event of an incident there is ample means of escape. A fire extinguisher is available. Inspection, good site management and cleanliness avoids the accumulation of inflammable materials.	Low	
12	Weather Issues e.g. Sunburn or dehydration or slips due to mud	Members of Public Volunteers Stallholders	Trustees to cancel planned activities if there is extreme weather (e.g. excessive rain making the ground unsafe). Volunteers advised, where applicable, on working in the heat (need to keep hydrated and use sunscreen). Supervision and marshalling will ensure that members of the public are diverted away from areas becoming slippery or dangerous in the event of rain during the event.	Low	The Green will be carefully observed in the run up to the village fete. Shade is provided by the various stalls on site.

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13	Natural Hazards including nettles, cuts from thorns, stings from Wasps & Bees e.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Volunteers Stallholders	Adequate first aid arrangements provided. Clearly identifiable 'control point' provided, with first aider and equipment. Mobile phones available in order to call for emergency assistance in the event of serious injury.	Low	Pre event site inspection to include an assessment of natural hazards.
14	Children and Young Persons e.g. A young person taking unnecessary risks resulting in injury	Members of Public Volunteers Stallholders	Where young persons and/or children are volunteering, the group leader (e.g. stallholder) must take specific responsibility for providing supervision and briefing on hazards and risks. A central 'control point' is provided, clearly marked on the event guide. In the event of lost children the PA system would be used to make appropriate announcements.	Low	Adequate supervision and marshalling will be provided.

Methodology

In undertaking this risk assessment we have evaluated the risk arising from the hazards identified, taking account of the control (mitigating) measures. The risk is the likelihood of harm arising from the hazard.

We have utilised a risk assessment matrix (see table below) which produces a risk rating (assessment) of HIGH, MEDIUM, or LOW.

Risk Assessment Matrix				
		Likelihood		
Severity	Description	1	2	3
		Unlikely	Likely	Very Likely
1	Minor	Low		
2	Serious		Medium	
3	Very Serious			High