

Health & Safety Plan and Risk Assessment



Romstock 2016

Saturday 11th June 2016 @ 12:00 – 21:00

Planning

This document contains the detailed plan for identifying those that may be at risk, what hazards may be present, the actions to be taken to remove, reduce or mitigate the hazards and the protection put in place to protect against any residual hazards. At this point it might be useful to state what the difference is between hazard and risk; Hazard is something that has the ability to cause harm, Risk is the likelihood of something causing harm.

Risk assessments will be carried out for areas of Romstock under the control of the Parish Council. External exhibitors / participants/ vendors will produce a risk assessment for their own activities, which will be passed to the Parish Council prior to participation in the event.

General

For the purpose of this risk assessment we are assuming that there is a potential for anyone attending the event to be harmed, whether they are organisers, exhibitors, sellers, marshals or the general public, therefore there will be no more specific identification of those who may be affected.

Throughout the event, hazards may arise, it is therefore very important that the marshals keep a watchful eye open for these eventualities. Where a new hazard is identified it should be removed immediately, where possible, if this is not possible, the hazard should be reported to the organisers for further arrangements to be made, however until such arrangements have been made, the hazard should be guarded, with everyone being kept away from it.

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Marshalling

Marshals will be present in sufficient numbers to help with the smooth running of this event, they will be identifiable as wearing hi-vis waistcoats, they will be the first point of contact for any health and safety issues, as they will be in direct contact with the Organiser, who can then arrange for any relevant action. Marshals shall have access to Radio transmitters to assist communication during the event.

First Aid

First aid will be provided on the day. They will be visible and can be contacted on the day via any of the marshals or organisers.

Fire

Should a fire be discovered, then it should only be tackled by a competent person or someone who has been trained accordingly, and the fire brigade called.

Road Closures & Traffic Control

There are no Road Closures applicable to Romstock
Traffic cones will be placed on St Kenelms Road outside the Park and also at the entrance to The Alders



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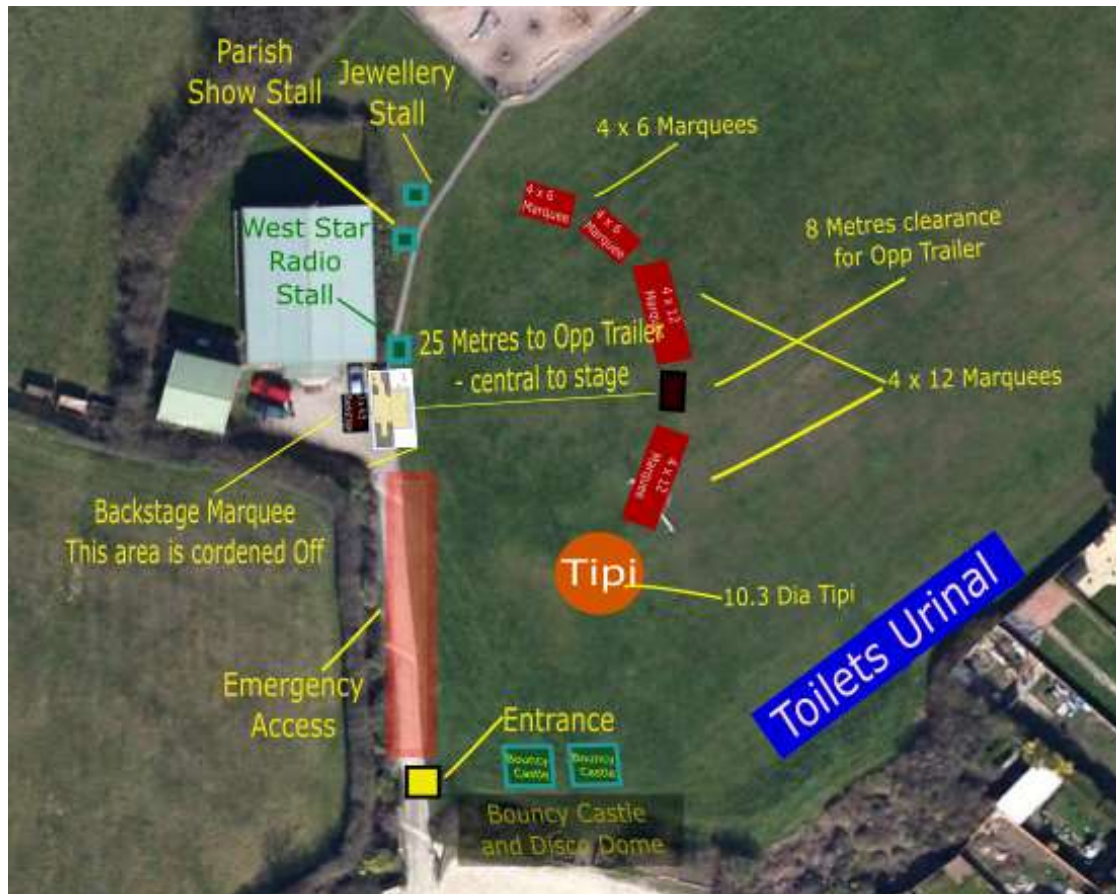


Accident, Incident or Occurrence

Should an accident, incident or occurrence happen then following procedure should be followed.

- **Assess the situation, observing what has happened quickly and calmly, look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.**
- **Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.**
- **Get or arrange for medical assistance, whether that be site / office first aiders, appointed persons or the emergency services, DO NOT attempt any first aid unless you are trained to do so.**
- **Recording** Once emergency medical assistance has been arranged, report the occurrence to the event organiser; particular attention to recording the following details:
 - **Full name, address and occupation of the casualty.**
 - **Date and time of occurrence.**
 - **Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have had an influence on the occurrence).**
 - **Details of any injury and treatment given.**
 - **Full names and contact details of any witnesses.**

Site Plan



Operational Risk Assessments for Romstock 2016

Risk Scoring & Matrix

Probability of occurrence of hazardous event
 P5 Certain or highly probable
 P4 Probable
 P3 Medium probability
 P2 Low probability
 P1 Remote probability

Consequence of hazardous event:
 C5 Extremely serious (multiple fatalities)
 C4 Very serious (single fatality)
 C3 Serious (injury with hospitalisation)
 C2 Moderate (injury requiring first aid)
 C1 Minor (injury, no treatment)

	C5	C4	C3	C2	C1
P5	25	20	15	10	5
P4	20	16	12	8	4
P3	15	12	9	6	3
P2	10	8	6	4	2
P1	5	4	3	2	1
Risk Description and action to be followed:					
High	13 & over	Risk is unacceptable under all circumstances; this category must be eliminated			
Medium / High	10 to 12	Risk is unacceptable, actions should be taken to reduce or preferably eliminate this category			
Medium	7 to 9	Risk is borderline; actions should be taken to reduce the risks further wherever possible and practicable			
Medium / Low	4 to 6	Risk is tolerable, however further refinement should be considered to reduce the risk some more if at all practicable			
Low	1 to 3	Risk is acceptable, but should be monitored for any future change			

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Risk Assessment

Hazard	Risk Level	What further action is necessary?	Action by whom?	Action by when?
Erection of Marquee's Gazebos and stalls	C2 / P3 Medium / Low	<p>Gazebos, Marquees and Stalls erected at the event should be fit for its use, be properly maintained, should have any relevant testing certificates, and should be positioned so as not to endanger the user or member of the public.</p> <p>Any participant should also prepare a risk assessment for their activities, which should be forwarded to the event H&S consultant, prior to the event.</p> <p>Gazebos erected by the public attending the event are erected at the owners risk. The event organisers may request the removal or repositioning should it endanger the Health & Safety of a member of the public.</p>	<p>Stallholders</p> <p>Stallholders</p> <p>Public</p>	Event Date
Use of hazardous machinery or equipment, including electrical equipment, hot plates, cooking equipment, equipment with exposed moving parts etc.	C3 / P3 Medium	<p>Any hazardous machinery, should be fit for its use, be properly maintained, should have any relevant testing certificates, should be positioned so as not to endanger the operator or the public and only be operated by a trained or competent person.</p> <p>Any participant should also prepare a risk assessment for their activities, which should be forwarded to the event H&S consultant, prior to the event.</p>	Stallholders/ operators	Prior Event Date

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Preparation and handling of food.	C3 / P2 Medium / Low	All pre-prepared food should be sold already packaged, all fresh food should be sold, so as to prevent the risk of any contamination. All operatives should have an up to date food hygiene certificate and food should also be prepared in accordance with HACCP & Allergen regulations. Confirmation of all necessary hygiene facilities and possession of relevant certification will need to be sent to the event H&S consultant, prior to the event.	Stallholders/ operators	Prior Event Date
Slips, Trips and Falls, due to uneven ground and other obstructions	C2 / P3 Medium / Low	<p>Access to be restricted between adjacent structures where possible, all products and equipment are to be stored within the confines of the pitch allocated.</p> <p>Obstructions that cannot be removed, must be clearly identified by use of alternate coloured tape, (such as guide ropes posts etc.)</p> <p>Areas of the Park will be fenced off from those that may present a hazard, marshals should keep an eye open that none of these barriers are removed or breached.</p> <p>In order to minimise the effect of the uneven nature of the field the grass will mowed prior to the event.</p> <p>By its very nature grass will be slippery and warning signs should be posted to remind the public of this.</p>	Organisers Marshals	Prior Event Date
Use of bottled gas for catering or craft activities	C4 / P3 Medium / High	Bottle gas should be stored away from any heat sources, the bottles should not be damaged in any way and all connecting pipework should be fit for purpose and secure. These should only be used by experienced or competent persons. (C4 / P1 Medium / Low Risk)	Stallholders	Event Date

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On site mains electricity causing shock	C4 / P2 Medium	Anyone availing themselves of mains electricity must connect via a suitable RCD and provide leads and equipment that has been safety checked by a qualified engineer.	Stallholders	Event Date
On site generated electricity causing shock	C4 / P2 Medium	Generated electricity should only be supplied by suitable and maintained equipment, connection to the supply should be via a suitable RCD. All electrical equipment and leads should be safety checked by a qualified engineer. Re-fuelling of the generator should not be carried out whilst the machine is running and spare fuel should be stored safely in suitable containers.	Stallholders	Event Date
Children's rides, inflatable's and play equipment	C3/ P3 Medium	<p>All equipment coming onto site must suitable for its purpose and maintained properly, including mechanical and electrical safety checks.</p> <p>All equipment must be secured and stable in such a way as not to create any further trip hazards. All equipment must be operated and supervised by experienced or competent persons only. A full risk assessment of the activities will need to be forwarded to the event H&S consultant for vetting</p>	Stallholders	Prior Event Date
Interaction between the public and vehicles	C3/ P2 Medium/Low	Vehicle movements should be monitored at all times by marshals or additional personnel associated with the vehicle itself. (C3 / P1 Low Risk)	Operators Marshal	Event Date
Goal post sockets, trip hazard	C2/ P2 Medium/Low	The post sockets should either be plugged flush with the ground surface or a warning barrier placed around them.	Operators Marshal	Event Date

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Inclement weather or flooding, creating additional slip or trip hazards and danger from flying debris.	C2/ P4 Medium	In case of severe rain, high winds or flooding, the chief marshal shall decide to either cordon off certain areas until they have been made safe, permanently segregate areas from the public or as a last resort suspend all activities.	Operators Marshal	Event Date
Emergency occurrence or public disorder	C3/ P2 Medium/Low	The presence of event marshals, first aid facilities and Security will act as a general deterrent and re-assurance In the event of any incident, marshals are to usher the public away from the danger and contact the relevant emergency services and chief marshal immediately.	Operators Marshal	Event Date