

# Risk assessment – Events (Southons Field)

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.  
*To be reviewed and dated when an event is taking place.*

**Company name:** MARDEN PARISH COUNCIL

**Date of risk assessment:** February 2023

## Events Risk Assessment – Southons Field (Page 1 of 5)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Movement of vehicles on and off site prior to event	Other drivers – collision of vehicles	Marshalls in attendance Signage erected at entrance to driveway and field Residents of Southons Drive informed	Stallholders vehicles to be off site by 1.30pm – only vehicles with prior permission to be allowed on field during event. Stallholders informed vehicles cannot be brought back onto the field under 7.15pm	Parish Council
Movement of vehicles during event	Other drivers and pedestrians – collision of vehicles and people	Marshalling at all times Drivers/pedestrians aware of each other Priority given to pedestrians Any reversing to be done using a Marshall	Signage to be in place – awareness of vehicles and pedestrians	Parish Council
Vehicles on field	All in attendance – collision between vehicles and people	Marshalling at all times Areas to be roped off where disabled vehicles are to be parked Only vehicles permitted by Parish Council to park on field during event Pedestrians to be moved away from entrance if vehicle needs to leave site before the end of the event	Those vehicles permitted: Classic cars Ice cream van Fire Engine Disabled cars Turner cider Staplehurst Transits lorry	Parish Council
Lorry	All in attendance	Marshall to be in attendance when lorry is delivered (10.30am) Marshall to guide lorry to location (near to beacon) - see plan Marshall to be in attendance when lorry leaves site (7.30pm/8pm tbc)		Parish Council

## Events Risk Assessment – Southons Field (Page 2 of 5)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Emergency evacuation	All in attendance	Marshalls will supervise an orderly exit of the site using microphone to advise the public. The Parish Council will have details of the emergency services.	Headsets will be used to convey messages between Councillors and staff.	Parish Council
BBQ	All in attendance – burns, food poisoning	Permission must be given by Parish Council Food hygiene certificates provided to Parish Council Sand buckets/fire extinguishers If using gas bbq follow safety guidelines at <a href="http://www.calor.co.uk/gas-bottles/gas-cylinder-safety">www.calor.co.uk/gas-bottles/gas-cylinder-safety</a>	Staff holder(s) to be informed that personnel must stay on site until bbq has cooled	Stall holder Parish Council
Stalls selling alcohol	All in attendance – spills, under aged drinking	Food hygiene certificates provided to Parish Council Only disposable cups to be used Ensure correct licence details are advertised	Copy of MPC licence to be provided if event takes place during licenced times. If not a TENs needs to be applied for by organiser.	Stall holder Parish Council
Lost Children	Children – missing from field, lost from parents	Direct to information point. Marshalls in hi-viz to be identifiable Volunteers to wear headsets to convey messages Ensure signage is visible	MPC tent to be information point Volunteer manning tent to be informed to lock down gates. Tannoy message to be put out via microphone Headsets made available.	Parish Council
Uneven surfaces, trailing cables, obstructions of walkways and roads	All in attendance - slips, trips and falls	Area inspected prior to event for trip hazards Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables Periodic checks to be made to ensure no evidence of trip hazards.	If anything dangerous is found which cannot be rectified a warning cone/cover to be place over or adjacent to area.	Parish Council
Breakable items	All in attendance - Cuts from broken glass or pots	Items to be placed in plastic or cardboard containers if possible. Any breakages to be cleared up as soon as possible Ensure tablecloths, if used, are firmly attached to tables		Parish Council Stallholders

## Events Risk Assessment – Southons Field (Page 3 of 5)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Violence and threatening behaviour	All in attendance - Threats to general public	Be vigilant at all times. If a situation occurs contact the event organiser and Police		Parish Council
Theft	All in attendance - Threat to stallholders and public	Keep money etc secure. Keep a firm lookout on what is happening especially in large crowd areas. Contact Parish Council		All
Excessive Noise	Disturbance to neighbours	Be mindful of neighbours in regard to noise levels.	Neighbouring properties written to regarding timings and what is involved	Parish Council
Use of generator	All in attendance – electrical, fumes, injury or noise hazard	Any generator must be safe and have been examined by a responsible person prior to use. Ensuring generator does not burn personnel or cause exhaust or noise pollution.		Parish Council
Stalls	All in attendance – ie gazebos/tables collapsing	Individual risk assessments for all stalls to be undertaken by event organiser/stall holder.	Ensure risk assessments are provided before event along with public liability insurance	Parish Council Stallholders
Food sellers	All in attendance – food poisoning	Food hygiene certificates to be provided. Ensure all perishable stock is kept chilled by the use of refrigeration. Ensure hot food is properly cooked.	Food hygiene certificates to be reviewed prior to the event.	Parish Council Caterers-
Electric shocks	All in attendance	Ensure that all electrical equipment used on stalls have been PAT tested. All cabling to be checked by stallholders prior to use		Parish Council Stallholders

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Extreme weather	All in attendance – hit by flying objects, collapsing gazebos	Ensure stalls and displays are properly tied or weighted down and that any pegs and roles are clearly visible. Ensuring stalls and displays are secured and prepared for sudden adverse weather conditions. Event cancelled in extreme weather.	In extreme weather displays and tables should be packed away to prevent damage. In high wind, double check ropes and weights. Events to be scaled back or cancelled in extreme weather.	Parish Council Stallholders
Sports injuries	All in attendance taking part in the races and tug of war	Competitors to ensure they are physically fit to take part. First aiders on site Races supervised at all times. Tug of war for 16+ All participants take part at own risk.	Signage erected stating that those participants taking part do so at own risk. Nearest defibrillator at Marden Library.	Parish Council First aiders
Illness/Injury	All in attendance – medical emergency for stallholders, organisers, operators and public	Stallholders and volunteers should ensure they are physically fit enough to attend the event. First aiders on site at all times during the event being open.	First aid reporting to Marden PC information tent.	Parish Council First aiders
Hazardous substances	All in attendance – poisoning from inhalation/ ingestion	No foreseen need of hazardous substances at this stage		
Hazardous items	All in attendance – cuts and stabs	Tools, scissors, knives, needles etc used for setting up and being used on stalls during the event should be put away when not in use and kept away from the general public at all times.		Parish Council Stallholders
Working alone	Threat/theft to stall holder	Be aware of people around. Keep money out of sight Have contingency plan if called away		Stallholders
Face Painting	All using the activity – allergy to paints	Face painter to have own public liability insurance		Face painter

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Activity stalls	All taking part in activities	All stall holders to have own public liability insurance		Stall holders
Hygiene – provision of toilets	All in attendance	8 portable toilets will be on the field Regular checks to be maintained to ensure clean, hand soap and toilet rolls available.	Cleaning equipment and gloves to be provided	Parish Council
Litter	Pollution/hygiene	General litter to be collected during the day by volunteers Litter accumulated by stalls should be removed by the stallholder at the end of the event	Further litter pick undertaken on Sunday 5 <sup>th</sup> June	Parish Council Stallholders
Manual handling	All in attendance – strains	Use trolley for moving heavy objects Move items in manageable loads Have two people carrying if necessary		All
Bouncy Castle	Not attending event	N/A	N/A	N/A
Music	Noise pollution	See excessive noise above		
Entertainment	Musical participants	All to have own public liability insurance Ensure all cables are secured and not causing a trip hazard No seating to be placed at edge of staging All electrical equipment to be PAT Tested		Musicians
General	All in attendance	Parish Council to undertake a risk assessment of the event a day before event and to revisit on morning of event Parish Council insurers notified of event. First Aider to be on site First Aid equipment to be provided Relevant agencies to be informed (ie Police, Fire)		Parish Council