

## St Mary Bourne Parish Council RISK ASSESSMENT FORM

This Risk Assessment form can be used to note, assess, and prevent risks at your PTA events and activities. Be sure to retain it in your records in the unlikely event that you need to show it to your insurers.

Name of Event: <b>Jazz Evening on the St Mary Bourne Recreational Ground</b>				Assessment date: <b>08/07/2023</b>	
(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk	(6) New Risk Factor (high, medium or low)
Public Entrance / Exit on the Recreational Ground	Risk of injury at public entrance / exit	Members of the public	Low	<p>Entrance / exit is open onto a village green, so there is easy access for disabled people.</p> <p>We will have the entry supervised by identifiable marshals under a small ticket gazebo and the bar is located away from parking and assembly.</p> <p>Number of marshals for the event = 2</p>	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	Low	<p>In the event of an emergency, there are designated assembly points at the back of the rec by the cricket nets.</p> <p>And members of the event volunteers will act as additional marshalls. The band / music provides the P.A. system to address the crowd.</p> <p>Emergency services will be contacted by phone by <b>Amelda de Segundo</b>.</p>	Low

First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	<p>The event is taking place in the evening and we have adequate First Aid cover.</p> <p>We have a First Aider in the village who will be there.</p> <p>Number of qualified First Aiders to be present for event = 1</p>	Low
Care of children	Lost children	Members of the public – children	High	<p>The clearly identified “lost children” point will be the silent auction table.</p> <p>Identifiable marshals will be Amelda de Segundo, Oliver Madge.</p> <p>PA system in place (essential for large events).</p>	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	Use public toilets on site.	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	<p>Designated signed parking area will be the asphalt MUGA. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit is enforced by signs.</p> <p>There is a One-way traffic system in place. Car parking supervised by identifiable marshals wearing high visibility jackets.</p> <p>First Aiders on site. There is a speciality designated area for disabled parking.</p>	Low

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	<u>We have conducted</u> a Fire Risk Assessment.	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	In the event of severe rain or weather, we will cancel the event, there is no planned parking on the grass	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	As organisers we have a Health & Safety person  <a href="tel:07545017815">Amelda de Segundo – 07545017815</a>  who is monitoring 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.  The stage for the Jazz is between trees, but well away from them to ensure no falling debris and the picnic area is also away from trees.	Low

Litter	Litter or other debris generated by event	(Complaints from) Members of the public	Medium	<p>We have arranged a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event</p> <p>We have black bags for litter.</p> <p>We will remove bags of collected litter from site</p>	Low
Use of companies/ operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	We have borrowed 2 small marquee's and assessed them to ensure they are adequate.	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	<p>We have a PA system in place. Appropriate number of identifiable marshals on site, with radio system.</p> <p>Marshals to be fully briefed prior to event.</p>	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	We have check cables prior to event. Circuit breaker in place.	Low
	Trip over cables	Members of the public / staff	Medium	We have 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. There are no moving vehicles on the recreational green.</p> <p>Mandatory 5 mph speed limit enforced by signs and identifiable marshalls.</p>	Low
<b>ACTIVITIES:</b>					
Catering – food / drink	Food poisoning (N/A)	Members of the public	Medium	<p>We are not proving food, only drinks.</p> <p>Our drinks outlets are located away from entry or exit points</p>	Low
	Allergic reaction (N/A)	Members of the public – especially children	Medium	<p>Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc</p>	Low
	Fire (N/A)	Staff / members of the public	Medium	<p>We have a fire extinguisher in mandatory our bar area.</p> <p>There is no cooking at this event.</p>	Low

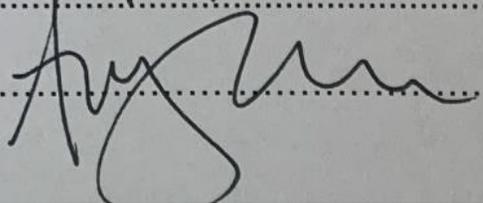
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	We have one small cash collection point. Cash to be removed to secure area for counting and subsequent banking. Police notified of event of theft.	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	<p>We only have two small gazebos, that include marking stakes/rope with hazard tape with adequate escape routes.</p> <p>We have checked prior to the event that all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo.</p> <p>We have ensured that the electricity supply was connected via a qualified electrician.</p> <p>Please refer to “Fire Safety Risk Assessment – Open Air Events and Venues” to include marquee/gazebo in Fire Risk Assessment (see section above on Risk of Fire)</p>	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	<p>We have a small jazz band playing and have notified the relevant parties around the rec recreational ground and to prevent noise pollution.</p> <p>Provide to the PC &amp; Events Manager the name of a nominated noise control person and their mobile telephone number:</p> <p>Laura Davis 7981 589484</p>	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.

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) ..... AMANDA DE SEQUENDO .....

Organisation: ..... SMU PC ..... Position: ..... REC COMMITTEE MEMBER .....

Signature: .....  ..... Date: ..... 8/7/2023 .....