|  |
| --- |
| **Risk Assessment Guidance**  |
|  |

**Risk Assessment Table**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **5** | **10** | **15** | **20** | **25** |  | **Very High** | **High** | **Med** | **Low** |
| **4** | **8** | **12** | **16** | **20** |  | **STOP**  | **Tolerable**  | **Adequate**  | **Acceptable**  |
| **3** | **6** | **9** | **12** | **15** |  | Immediate improvement required to reduce risk | Specify further actions to reduces the level of risks and date for completion | Look to improve until next review | No further action but ensure controls are maintained |
| **2** | **4** | **6** | **8** | **10** |  |
| **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |
| **Severity** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:**  | Marketing | **Date of Assessment** | 11/05/2018 |
| **Location:** | Reaseheath College | **Review Date** |  |
| **Activity:** | Family Festival Day Activities | **Assessment No** |  |
|  |
| **Hazard**(Identify) | **Risk**(Identify) | **Details**(Give details on how this could happen or occur) | **Who?**(Staffstudent contractor) | **Controls**(What controls are in place to prevent the risk from happening or being reduced) | **Post Control Assessment** |
| Likelihood | Severity | Risk | Risk OKY/N |
| Vehicle movements & pedestrians | RTA, collision with pedestrians | Poor driving standards, drivers not aware of others | StaffStudentsPublicExhibitors  | All vehicles to be removed from show areas by 09:00 on show day. Show will not open until all areas are clear of vehicles.Driving lockdown until minimum of 17:00hrs on show day. No vehicle movements allowed until given the go-ahead by show office.All staff, exhibitors etc. to park on designated car parks.Reversing vehicles be have banksman to assistArea to be managed by RH designated personConsideration to be given to other exhibitors in the same areaIn the event of an emergency vehicles will be moved with staff assistance | 2 | 4 | Med | Yes |
| Vehicle fumes | Health | Engines running causing pollution/potential health issues | StaffStudentsPublicExhibitors | All vehicle engines to be turned off when vehicle is stationary, being unloaded/loaded etc. If the area is congested turn engine offIssue to be managed by RH designated person | 1 | 4 | Low | Yes |
| Personal Illness | Health | Personal illness, seizure, faint, accident etc | Staff Students PublicExhibitors | First Aid provided by a recognised professional organisationReaseheath trained staffFirst Aid plan in place | 1 | 3 | Low | Yes |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard**(Identify) | **Risk**(Identify) | **Details**(Give details on how this could happen or occur) | **Who?**(Staffstudent contractor) | **Controls**(What controls are in place to prevent the risk from happening or being reduced) | **Post Control Assessment** |
| Likelihood | Severity | Risk | Risk OKY/N |
| Uneven groundTrailing leads | Slips, trips, falls | Ground conditions could lead to personal injury | StaffStudentsPublicExhibitors | Areas have been pre-assesses and pre-works undertaken to remove high risk hazardsExhibitors to assess their own area when setting up and alert RH area co-ordinator of any issues within their area that need attentionSome areas segregated to prevent public accessLocal individual risk assessment to identify hazards associated with activity being undertaken | 2 | 2 | Low | Yes |
| Access to site | Traffic problems in local area | Poor traffic management | College | Traffic management plan in placeTraffic Management employed to manage flowLocal police notified – share traffic management planDirections to event shared through promotion and exhibitor packsProvision for cyclesSignage provided | 2 | 2 | Low | Yes |
| Electricity | Shock/death | Poor management of electrical supplies | StaffStudentsPublicExhibitors | All temporary electrical supplied have been provided by RH, tested and certified as fit for purpose.All equipment for stalls to be PAT tested before being used – owners responsibilityUnsafe conditions to be reported to RH Area managerAll exhibitors to manage their own supply once connected to RH temp provisionConsider weather conditions – rain etc  | 1 | 5 | Med | Yes |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard**(Identify) | **Risk**(Identify) | **Details**(Give details on how this could happen or occur) | **Who?**(Staffstudent contractor) | **Controls**(What controls are in place to prevent the risk from happening or being reduced) | **Post Control Assessment** |
| Likelihood | Severity | Risk | Risk OKY/N |
| Climbable trees | Fall from Height | Members of the public have access to trees that maybe climbed | Public | Two trees on main lawn to be fenced offAreas managed by RH staffStaff students and exhibitors warned not to climb treesAll to intervene if unofficial tree climbing spotted | 1 | 4 | Low | Yes |
| Critical Incident | Uncertainty, panic, crowd control issue | In the event of a critical incident visitors could panic causing addition hazards | StaffStudentsPublicExhibitors | Critical incident plan in placeArea co-ordinators to manage communicate with control roomArea co-ordinators to clear area if necessary | 1 | 5 | Med | Yes |
| Fire | Smoke inhalation/ death | Outbreak of fire in building or stall  | StaffStudentsPublicExhibitors | All area co-ordinators/building managers to ensure members of the public are safely evacuated from building/area – briefing to all staff prior to the eventControl room notifiedAir horns to be used by area co-ordinator as means of alarmSmoking only allowed in specified areasRadios issuedFire plan | 1 | 4 | Low | Yes |
| Disorder | Personal harm | Potential for conflicts, frustrations etc.  | StaffStudentsPublicExhibitors | Remain calm in in conflict situationWalk away if necessary, do not get involvedUse of RH Area co-ordinator to defuse situationNo alcohol to be drunk on siteRadio for assistanceCall police if requiredSegregate public from incident | 1 | 3 | Low | Yes |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard**(Identify) | **Risk**(Identify) | **Details**(Give details on how this could happen or occur) | **Who?**(Staffstudent contractor) | **Controls**(What controls are in place to prevent the risk from happening or being reduced) | **Post Control Assessment** |
| Likelihood | Severity | Risk | Risk OKY/N |
| Zoonosis | Risk to health | Contact with livestock, zoo animals can lead to potential zoonosis infection  | StaffStudentsPublicExhibitors | Considered in individual risk assessments where animals involvesProvision to wash hands after contact with animalsSigns posted advising people to wash handsHand gel supplied Hand washing facilities providedBarrier matting provided | 2 | 4 | Med | Yes |
| Theft | Loss of possessions  | Personal property, event property before, during and after event | StaffStudentsPublicExhibitors | All to take care of personal possessions are secureExhibitors responsible for managing their own areaStaff to leave valuable items at home or locked away in Reaseheath officeAll goods and valuables to be removed after show or locked away in a safe location before leaving site on Sunday | 2 | 2 | Low | Yes |

**Additional Actions Required**

Where items have been identified as risk ‘NOT OK’ then additional actions should be highlighted below, identifying action, timescales and who will undertake the requirement. This must be signed off when complete.

IF no actions are required state ‘NONE’

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Marketing**  | **Activity** | **Family Festival Day** | **Assessment No:** |  |
| **Hazard/Risk** | **Required Action** | **By Who** | **When** | **Date Complete** | **Signature** |
| Opening | Send copy of RA exhibitorsBefore opening ensure all control measures are adhered to , staff are aware of responsibilities and all areas are inspected before allowing the public to have access  | Marketing teamMarketing teamArea co-ordinatorsRH Managers | Before opening to public | 18/05/201919/05/2019 |  |
| Traffic Management | Review of Traffic Management Plan | Marketing TeamStudent ServicesH&S Manager | March 2019 |  |  |
| First Aid | Review Plan | Marketing Team | March 2019 |  |  |
| Critical Incident | Review Plan | Marketing TeamSenior ManagementH&S Manager | March 2019 |  |  |

Assessment undertaken by: Nigel Sobotta Position: Health and Safety Manager Signature: