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| **Risk Assessment Guidance** |
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**Risk Assessment Table**

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| **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** | | | | |  |  |  |  |  |

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| **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?**  (Staff  student contractor) | **Controls**  (What controls are in place to prevent the risk from happening or being reduced) | | **Post Control Assessment** | | | | |
| Likelihood | Severity | | Risk | Risk OK  Y/N |
| Vehicle movements & pedestrians | RTA, collision with pedestrians | Poor driving standards, drivers not aware of others | Staff  Students  Public  Exhibitors | 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 assist  Area to be managed by RH designated person  Consideration to be given to other exhibitors in the same area  In 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 | Staff  Students  Public  Exhibitors | All vehicle engines to be turned off when vehicle is stationary, being unloaded/loaded etc.  If the area is congested turn engine off  Issue to be managed by RH designated person | | 1 | 4 | | Low | Yes |
| Personal Illness | Health | Personal illness, seizure, faint, accident etc | Staff Students Public  Exhibitors | First Aid provided by a recognised professional organisation  Reaseheath trained staff  First Aid plan in place | | 1 | 3 | | Low | Yes |

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| **Hazard**  (Identify) | **Risk**  (Identify) | **Details**  (Give details on how this could happen or occur) | **Who?**  (Staff  student contractor) | **Controls**  (What controls are in place to prevent the risk from happening or being reduced) | **Post Control Assessment** | | | |
| Likelihood | Severity | Risk | Risk OK  Y/N |
| Uneven ground  Trailing leads | Slips, trips, falls | Ground conditions could lead to personal injury | Staff  Students  Public  Exhibitors | Areas have been pre-assesses and pre-works undertaken to remove high risk hazards  Exhibitors to assess their own area when setting up and alert RH area co-ordinator of any issues within their area that need attention  Some areas segregated to prevent public access  Local 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 place  Traffic Management employed to manage flow  Local police notified – share traffic management plan  Directions to event shared through promotion and exhibitor packs  Provision for cycles  Signage provided | 2 | 2 | Low | Yes |
| Electricity | Shock/death | Poor management of electrical supplies | Staff  Students  Public  Exhibitors | 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 responsibility  Unsafe conditions to be reported to RH Area manager  All exhibitors to manage their own supply once connected to RH temp provision  Consider weather conditions – rain etc | 1 | 5 | Med | Yes |

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| Likelihood | Severity | Risk | Risk OK  Y/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 off  Areas managed by RH staff  Staff students and exhibitors warned not to climb trees  All 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 | Staff  Students  Public  Exhibitors | Critical incident plan in place  Area co-ordinators to manage communicate with control room  Area co-ordinators to clear area if necessary | 1 | 5 | Med | Yes |
| Fire | Smoke inhalation/ death | Outbreak of fire in building or stall | Staff  Students  Public  Exhibitors | 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 event  Control room notified  Air horns to be used by area co-ordinator as means of alarm  Smoking only allowed in specified areas  Radios issued  Fire plan | 1 | 4 | Low | Yes |
| Disorder | Personal harm | Potential for conflicts, frustrations etc. | Staff  Students  Public  Exhibitors | Remain calm in in conflict situation  Walk away if necessary, do not get involved  Use of RH Area co-ordinator to defuse situation  No alcohol to be drunk on site  Radio for assistance  Call police if required  Segregate public from incident | 1 | 3 | Low | Yes |

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| Likelihood | Severity | Risk | Risk OK  Y/N |
| Zoonosis | Risk to health | Contact with livestock, zoo animals can lead to potential zoonosis infection | Staff  Students  Public  Exhibitors | Considered in individual risk assessments where animals involves  Provision to wash hands after contact with animals  Signs posted advising people to wash hands  Hand gel supplied  Hand washing facilities provided  Barrier matting provided | 2 | 4 | Med | Yes |
| Theft | Loss of possessions | Personal property, event property before, during and after event | Staff  Students  Public  Exhibitors | All to take care of personal possessions are secure  Exhibitors responsible for managing their own area  Staff to leave valuable items at home or locked away in Reaseheath office  All 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’

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| **Department** | **Marketing** | | **Activity** | **Family Festival Day** | | | **Assessment No:** | |  |
| **Hazard/Risk** | | **Required Action** | | | **By Who** | **When** | **Date Complete** | **Signature** | |
| Opening | | Send copy of RA exhibitors  Before 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 team  Marketing team  Area co-ordinators  RH Managers | Before opening to public | 18/05/2019  19/05/2019 |  | |
| Traffic Management | | Review of Traffic Management Plan | | | Marketing Team  Student Services  H&S Manager | March 2019 |  |  | |
| First Aid | | Review Plan | | | Marketing Team | March 2019 |  |  | |
| Critical Incident | | Review Plan | | | Marketing Team  Senior Management  H&S Manager | March 2019 |  |  | |

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