

Risk Assessment Form/1

Appendix B

Activity: Festival In The Den 21 st June 2025			Assessment Date: 04/02/2025		Review Date: TBC	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
People Movement - Unauthorised access to stage area	Access only allowed to designated people	Segregated stage area. Security Guards in attendance. Clearly identifiable & have mobile phone and 2-way radio communication.	Security Guards in attendance. Clearly identifiable.& have radio / mobile phone communication.		LOW	
People Movement -Emergency Evacuation	Festiva Team / Public / Performers	Security Guards & volunteers advised of emergency procedures prior to event. Communication available between Event Manager & Assistant Event Manager & Police. PA system on site to advise public & workers of situation. Security guards and Festival staff clear fencing area and barriers for rapid crowd dispersal. Layout of activities/events pre- determined to avoid bottle necks Written emergency procedures drawn up, including.... How to deal with reported accident Event Manager under direction of Police in control in event of emergency	Security Guards & volunteers advised of emergency procedures prior to event. Communication available between Event Manager & Assistant Event Manager & Police. PA system on site to advise public & workers of situation. Security guards and Festival Staff clear fencing area and barriers for rapid crowd dispersal. Layout of activities/events pre-determined to avoid bottle necks Written emergency procedures drawn up, including.... How to deal with reported accident Event Manager under direction of Police in control in event of emergency		MEDIUM	
Stalls - Incorrect installation	Festival Team / Public	Stalls only erected by ‘competent’/trained staff. Canopies securely fixed.	Erected by stall holder Stewards to check	Erected by stall holder Stewards to check	LOW	

Risk Assessment (continued)/2						
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Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Stalls - Merchandise blowing from stalls	Festival Team Public	Stalls not erected if windy conditions prevail on day of event Stall holders to secure goods.	Stalls not erected if windy conditions prevail on day of event Stall holders to secure goods. Event Stewards to check		LOW	
Fairground Attractions - Incorrect use	Public	Attractions installed and operated by reputable company who also provides trained supervisory staff. Min and max age of users clearly identified. Inappropriate use results in user removed from attraction and/or event. First Aid facility nearby. Mobile phones available to call for assistance. Generator inaccessible to public. Fire extinguisher available.	Attractions provided and operated by Showmen's Guild member First Aid facility nearby. Communications available to call for assistance Generator inaccessible to public Fire extinguisher available		LOW	
Fairground Attractions, Sound Desk and Outdoor Bars -Use of Generators	Public	Generators secured away from main public area and behind fencing. Fire extinguisher immediately to hand. Cables on ground covered or placed overhead where appropriate.	None to be used.		N/A	

Risk Assessment (continued)/3

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Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Food Outlet Vans - Ill health	Festival Team Public	Only licensed outlet permitted. Hygiene certificates obtained. Advice sought from Environmental Health dept.	Hygiene certificates obtained. Advice sought from Environmental Health dept.		LOW	
Food Outlet Vans - Fire	Festival Team / Public	Fire fighting equipment available Staff have radio and mobile phone communications. Emergency procedures in place.	Fire fighting equipment in vans Emergency procedures in place		LOW	
Food Outlet Vans - Rubbish	Festival Team Public	Extra rubbish bins available and a skip. Event Staff volunteers to collect rubbish around facility at regular periods.	Extra rubbish bins available plus a skip. Outlet collects rubbish around facility at regular periods. Skip supplier to remove		LOW	
Entertainers - Performers -Injury to Public	Public	Only professional entertainers used. Show requirements assessed and provided for before event held. PL insurance checked	Not applicable		LOW	
Access/Egress - Slips/trips – Vehicle accident	Festival Team / Public	Event area inspected prior to event and defects repaired (record). If muddy conditions, additional hardcore (or similar) used at main entrances. Cables covered or overhead. Additional lighting provided for evening events Car parking clearly signed. Car park area pre-inspected for surface defects. Arrangements made for wet weather. Fairground can operate a winch to remove vehicles	Cables covered Event area inspected prior to event and defects repaired (record). If muddy conditions, additional hardcore (or similar) used at main entrances. Car park area pre-inspected for surface defects. Arrangements made for wet weather if field used i.e. land rover available.		LOW	

Rubbish - Slips/trips	Festival Team / Public	Extra rubbish bins and a skip provided and emptied regularly. Event volunteers provided by Rugby Club to litter pick during event and in very windy conditions.	Extra rubbish bins and a skip provided. Event volunteers provided by Rugby Club to litter pick during event and in very windy conditions.		LOW	
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Risk Assessment (continued)/4

Activity: Festival In The Den 21 st June 2025				Assessment Date: 04/02/2025	Review Date: TBC	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Temporary Stage - Collapse	Festival Team / Public / Performers	Competent contractor erect stage to appropriate safety/British standard. Contractor to inspect stages prior to use particularly if wet/windy conditions prevail	Competent contractor erect stage to appropriate safety/British standard. Contractor to inspect stages prior to use particularly if wet/windy conditions prevail		LOW	
Temporary Stage - Power Supply	Festival Team / Public / Performers	Armoured cable used to supply electrical power. Work carried out by professional electrical contractor. Cable to be buried to prevent trip hazard/placed overhead.	Generator used to supply electrical power. Work carried out by professional electrical contractor. Cable to be covered to prevent trip hazard.		LOW	
Temporary Stage - Fire	Festival Team / Public / Performers	Fire extinguishers to be to hand Use of PA (if operational) to advise of evacuation routes. Stewards to direct public from danger area. Stewards to be advised of pre arranged emergency evacuation plan.	Fire extinguishers to be to hand Use of PA to advise of evacuation routes. Stewards to direct public from danger area. Stewards to be advised of pre-arranged emergency evacuation plan.		LOW	
Temporary Stage - Performers falling	Public / Performers	Performance area demarcated with white line or similar, 1m from edge.	Performance area demarcated with white line or similar, 1m from edge.	-	LOW	

Marquees etc. – Fire - Collapse	Festival Team / Public / Performers	Equipment provided by reputable supplier. Structure erected by supplier. Inspection made of fixings if extreme weather conditions. Fire extinguishers available. No Smoking permitted in marquee etc. Emergency exits identified and kept clear.	Marquees responsibility of supplier and supervised by supplier. Emergency exits identified and signed/identified Inspection made of fixings if extreme weather conditions. Fire extinguishers available. No Smoking permitted in marquees etc.		LOW	
Firework Display	Festival Team / Public / Performers	Located in a separate field adjacent to Event. Launch area erected by supplier and display managed by a professional company. Fire extinguishers available, no smoking permitted in the launch area.	Competent contractor set up launch area to appropriate safety/British standard. Contractor to inspect site prior to use particularly if windy conditions prevail.		LOW	
Assessor's signature: Date: 04/02/2025 James Stanley, Event Manager			Signature on behalf of Festival In The Den: Date:			