

Risk assessment – Events (Southons Field) – to be reviewed prior to any event

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: August 2024

Events Risk Assessment – Southons Field

All event organisers to undertake their own risk assessment along with any stall holders/third parties and provide copies to Parish Council, together with food hygiene certificates if relevant.

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
1	Weather conditions	Heavy rain and high winds	All attending	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 to be scaled down or cancelled in extreme weather.	M
2	Movement of vehicles on and off site prior, and during, event	Collision Pedestrian injury	All attending	Marshalls in attendance at either end of driveway before, and during, the event (access for blue badge drivers only once event commences) Signage erected at entrance to driveway and field Residents of Southons Drive notified Stallholders vehicles to be off site half an hour before event commences (only vehicles with prior permission are allowed on the field during event) Stallholders informed vehicles cannot be brought back onto the field until event finishes	L
3	Evacuation of field	In cases of emergency	All attending	Marshalls will supervise an orderly exit from the site using microphone/loudspeaker to advise the public. Event holder to have access to mobile phone to contact emergency services. If possible headsets to be provided to marshalls/ volunteers to communicate	L

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
4	BBQ	Burns Food poisoning	All attending	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 www.calor.co.uk/gas-bottles/gas-cylinder-safety Staff holder(s) to be informed that personnel must stay on site until bbq has cooled	M
5	Alcohol sales	Spillages Under aged drinking Broken glass	All attending	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.	L
6	Lost children	Children missing from field Lost from parents	Children Parents	Dedicated "lost child" tent/location Direct to information point Marshalls in hi-viz to be identifiable If possible volunteers to wear headsets to convey messages to lock down field Ensure signage is visible	H
7	Uneven surfaces, trailing cables, obstruction of walkways and roads	Slips, trips and falls	All attending	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.	M
8	Breakable items	Cuts from broken items	All attending	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	L
9	Violence and threatening behaviour	Physical/Verbal abuse	All attending	Stallholders/Volunteers to be vigilant at all times and to use headsets (if available) to convey messages Event holder to have access to mobile phone to contact Police	M

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
10	Objects/money being left unattended	Theft	Stallholders Event organiser	Stall holders not to leave stall unattended Keep a firm lookout on what is happening especially in large crowded areas Call for help/police	L
11	Excessive noise	Disturbance to neighbours	Neighbouring properties	Be mindful of neighbours in regard to noise levels Neighbouring properties written to regarding timings and what is involved Event holder provided with times that music must cease in accordance with licencing.	L
12	Use of generator	Electric shocks Fumes Injury Noise hazard	All attending Neighbouring properties	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	M
13	Sickness/illness/injury for all attendees	Contamination Collapse	All attending	Stall holders should ensure they are physically fit enough to attend event. First Aiders to be on site Defibrillator available at the telephone kiosk at the entrance to car park adjacent to Marden library, High Street and Marden Village Club.	M
14	Food Poisoning	Stalls not adhering to food hygiene regulations	Purchasers of food supplies	Ensure stall holders have food hygiene training and relevant public liability insurance (copy to be provided to Parish Council) Clerk, or Deputy Clerk in her absence, should have Level 2 food hygiene training. All perishable stock to be kept chilled by the use of refrigeration, ice or cold blocks – ideally less than 5°C Ensure hot food is properly cooked. Cllrs to obtain Level 1 Food Hygiene Training if serving BBQ	M

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
15	Lone Working	Theft/Threat to stall holder	Stall holder	Stallholders to be aware of people around Keep money out of sight Stallholders to have contingency plan if called away	M

Please delete the following if not relevant

No.	Hazard Description	How could harm occur?	Who could be harmed?	Control measures to be implemented	H/M/L
16	Sporting Events	Falling, trips, injury from rackets etc	Those taking part in event	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 along with signage. Nearest defibrillator at Marden Library.	L
17	Hazardous items including knives/scissors	Cuts and stabs	All in attendance	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.	L
18	Face painting	Allergies to paints	All taking part	Stall holder to have public liability and undertake own risk assessment Signage to be erected regarding allergies	L
19	Activity stalls offering crafting, games etc	Allergies, injury	All taking part	Stall holder to have public liability and undertake own risk assessment Signage to be erected regarding allergies	L
20	Hygiene / provision of toilets	Non-provision of toilets Unclean toilets	All in attendance	There is no provision of toilets on site - event organiser to arrange relevant number of portaloos for event Regular checks to be maintained to ensure clean, hand soap and toilet rolls available. Cleaning equipment and gloves to be provided	L

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21	Litter	Pollution Cuts	All in attendance	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 If an evening event a further litter pick to be undertaken the following date	L
22	Bouncy Castle/Inflatables	Bruising, head injury	All taking part	Permission obtained from Parish Council Inflatable company to provide copy of public liability and risk assessment Inflatable to be secured before use and should not be inflated if adverse weather Someone to be in attendance at all times	M