

	Activity:	Celebration 2022	Assessor:	Safetyboss Ltd	Issue Date:	March 2019
	Location:	Snape Maltings	Reference No:	60	Revision Date:	08/12/21

Hazards	Persons Affected	Likely Harm / Ill Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
<p>Management of Safety and clear responsibilities</p> <p>E.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	<p>General accidents and illness.</p>	<p>Ensure that appropriate Public Liability Insurance covers the event (with a recommended cover of £10 million).</p> <p>A safety management team should be formed to put the actions outlined in the safety policy into practice. Two to three people would be sufficient for a small event. A list of school safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.</p>	2	3	6	<p>Ensure responsibilities are agreed and communicated out to all stakeholders.</p> <p>Ensure copies of the documents are available onsite during the event.</p>	2	2	4

<p>Slip, Trips and Falls</p> <p><i>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas</i></p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	General accidents and illness.	<p>Organiser has carried out a pre-event school visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment.</p> <p>Emergency routes to be of adequate width and kept clear at all times.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998).</p>	2	3	6	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.</p>	2	2	4
<p>Physical Hazards present at site</p> <p><i>E.g. Drowning in river, falling down steep slope or rabbit hole</i></p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	General accidents and illness.	<p>Organiser to carry out a pre-event school visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.</p> <p>Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:</p> <ul style="list-style-type: none"> Anywhere within unguarded access to deep or fast flowing water outside the school (e.g. rivers) Highway or roadside areas without vehicle segregation (fencing) 	2	3	6	<p>Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)</p> <p>For further information and guidance, please refer to the HSE website.</p>	2	2	4

			Steep, slippery or unstable ground (including those with holes or excavations)							
Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Members of Public Employees Volunteers Contractors	General accidents and illness.	<p>Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.</p> <p>Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling.</p> <p>Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.</p> <p>Use individuals who have been trained in techniques or provide basic training in manual handling techniques.</p>	2	3	6	<p>Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised <p>Wherever possible, lift items with assistance rather than alone</p>	2	2	4
Weather Issues E.g. extremes of weather can cause injuries such as wind blown debris	Members of Public Employees Volunteers Contractors	General accidents and illness.	<p>Persons should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.</p> <p>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)</p> <p>Ensure there is an adequate supply of water to prevent dehydration.</p>	2	3	6	<p>Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)</p>	2	2	4

Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment	Members of Public Employees Volunteers Contractors	General accidents and illness.	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as instrument plugs etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event.	2	3	6	Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	2	2	4
Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests if external to the school grounds. E.g. Skin rash from plants, bee sting resulting in anaphylactic shock.	Members of Public Employees Volunteers Contractors	General accidents and illness.	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.	2	3	6	Ensure adequate first aid arrangements have been provided by the school (proportionate to the level of risk).	2	2	4
First aid and Emergency Arrangements	Members of Public Employees Volunteers Contractors	General accidents and illness.	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Most schools will have multiple first aiders. Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”. Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency	2	2	4	None.	2	2	4

			arrangements are in place and that all involved are informed.							
<p>Children and Young Persons</p> <p>E.g. A young person taking unnecessary risks resulting in injury at the school during a performance.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p>	General accidents and illness.	<p>Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons.</p> <p>Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.</p>	2	3	6	<p>Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.</p>	2	2	4
<p>Contractors</p> <p>E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	General accidents and illness.	<p><u>Not normally applicable for school activities.</u></p> <p>Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.</p>	2	3	6	<p>Ensure contractors are given adequate safety information regarding the event.</p>	2	2	4
Fire Safety	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p> <p>Contractors</p>	General accidents and illness.	<p>Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly.</p>	2	3	6	<p>Inform non-employees of the relevant risks to them, and provide them with information about the fire safety procedures for the event.</p>	2	2	4

			If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.							
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Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature
Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.	Faye Gosling	07/03/22		
Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Faye Gosling	07/03/22		
Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Geoff Spain Faye Gosling	07/03/22		
Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised Wherever possible, lift items with assistance rather than alone	N/A – young people will not be doing any manual handling			
Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)	N/A - Indoors			
Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	Geoff Spain	07/03/22		
Ensure adequate first aid arrangements have been provided by the school (proportionate to the level of risk).	Faye Gosling	07/03/22		

Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	N/A – Young people are not volunteers			
Ensure contractors are given adequate safety information regarding the event.	Geoff Spain	07/03/22		
Inform non-employees of the relevant risks to them and provide them with information about the fire safety procedures for the event.	Callum Given	07/03/22		

Severity (S) – The most likely outcome based on previous experience, knowledge and industry guidance			Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance		
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly	5
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3
MINOR	Cuts, bruises	2	RARELY	Once every 1-5 years	2
INSIGNIFICANT	No damage to person or property	1	FEASIBLE, BUT UNLIKELY	Less than once every 5 years	1

5	M	M	H	H	H
4	L	M	M	H	H
3	L	M	M	M	H
2	L	L	M	M	M
1	L	L	L	L	M
	1	2	3	4	5

H	High Risk = Action Immediately
M	Medium Risk = Action within three months of completing the assessment
L	Low Risk = Action within six months of completing the assessment

Manager name:	
Employee name:	Faye Gosling

Manager signature:	
Employee Signature:	Faye Gosling