

Generic Event Risk Assessment

2019



Generic - Risk Assessment

Risk Assessment Matrix for Personal Injury

| | | SEVERITY | | | | | |
|--|--------------------|----------------|--------------|--------------|----------------|--------------|------|
| | | Multiple Death | Single Death | Major Injury | '3 Day' Injury | Minor Injury | None |
| | | 10 | 8 | 6 | 4 | 2 | 1 |
| L I K E L I H O O D | Certain 10 | 100 | 80 | 60 | 40 | 20 | 10 |
| | Very Likely 8 | 80 | 64 | 48 | 32 | 16 | 8 |
| | Probable 4 | 60 | 48 | 36 | 24 | 12 | 6 |
| | Possible 4 | 40 | 32 | 24 | 16 | 8 | 4 |
| | Unlikely 2 | 20 | 16 | 12 | 8 | 4 | 2 |
| | Very Unlikely 1 | 10 | 8 | 6 | 4 | 2 | 1 |

Notes: The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level
 'Major Injury' shall be as defined in RIDDOR

Key to Shading

| | |
|-----|--|
| 100 | Level of Risk is unacceptable |
| 24 | Level of Risk may be tolerable. Seek to reduce level of risk |
| 12 | Level of Risk is acceptable |

Definition of Likelihood Classes

| | | |
|---------------|----|---|
| Certain | 10 | Has happened before and is expected to happen on this occasion |
| Very Likely | 8 | Has happened before and is very likely to happen on this occasion |
| Probable | 6 | Has been known to occur before and is likely to happen on this occasion |
| Possible | 4 | Has been known to occur and it may happen on this occasion |
| Unlikely | 2 | Has been know to occur before but no reason to suggest that it will happen on this occasion |
| Very Unlikely | 1 | Has never happened before and there are no reasons to suggest it will happen on this occasion |

Abbreviations Used in Assessments

Event Risk Assessment to be used in conjunction with site risk assessment and Operational Plan

| Subject Area Living History Camp | Hazard & Effect | To Whom P -Performers Pub - Public S - Staff | Severity Rating X Likelihood=Primary Risk based on no control S X L = R | | | Recommended Control Measures | Severity Rating X Likelihood= Residual Risk S X L = R | | | Action Required where risks are not adequately controlled | Other comments | | | |
|--|--|---|---|----|---|---|--|----|---|--|----------------|---|---|----|
| Set Up | <u>Buildings - Set Up</u> | P, Pub, S | 4 | 2 | 8 | PPE is to be worn by personnel present during camp set up and take down | 2 | 2 | 4 | | | | | |
| | Injury from building materials or tools | | | | | | | | | | | | | |
| | Injury from falling items or collapsing structures | | | | | 8 | 4 | 32 | Structures to be checked by Roman Tours Event Safety Officer and Group organiser prior to public entry | | | 8 | 2 | 16 |
| | Injury from mechanical tools | | | | | 6 | 6 | 36 | | | | 6 | 2 | 12 |
| | Danger from moving vehicles | | | | | 6 | 4 | 24 | | | | 6 | 2 | 12 |
| <u>Buildings - Event</u> | P, Pub, S | 8 | 4 | 32 | Only trained personnel to use mechanical or electrical tools | 8 | 2 | 16 | | | | | | |
| Injury from falling items or collapsing structures | | | | | | | | | | | | | | |
| | | | | | Vehicles only to enter set up area with approval of event managers. 5MPH speed limit, hazard lights to be shown. Stewards to escort vehicles | | | | | | | | | |
| | Group organisers to check buildings hourly for structural integrity | | | | | | | | | | | | | |

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| Event - Public Display areas | <p>Display of weapons Swords Knives Axes</p> <p>Spear or Javelin throwing</p> | P, Pub | 6 | 4 | 24 | <p>Only experienced members of approved re-enactment groups to use sharp implements</p> <p>Weapons must not be drawn in a place accessible by members of the public</p> <p>Members of the public are not to be given any weapon.</p> <p>Items not in use must be stored away and attended to avoid contact with the public</p> <p>All weapons to have control measures to ensure retention of the weapon</p> <p>Spears / Javelins only to be used in designated areas</p> | 6 | 2 | 12 | | |
| | | | 8 | 4 | 32 | | 8 | 2 | 16 | | |

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| Living History Camp | Trip Hazards - Ropes and Pegs | P, Pub, S | 4 | 6 | 24 | Ropes and Pegs to be positioned with trip hazards in mind | 4 | 4 | 16 | Ropes and pegs to be marked / clearly highlighted if necessary | |
| | Kerb sides from pavement to grass | P, Pub, S | 2 | 6 | 12 | Event staff to complete site check daily. Inform Grosvenor park staff of any loose / broken or high stones | | | | | |
| | Danger of catching fire from Campfire Danger of burns from Campfires | P, Pub | 6 | 4 | 24 | Fire Extinguishers to be at nominated points Campfires to be secured from the public area Campfires to be attended at all times whilst heat present | 6 | 2 | 12 | | |

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| Living History | Welfare of Campers | P | 4 | 6 | 24 | Overnight Toilets provided Water source available Fire extinguishers and procedures in place | 4 | 2 | 8 | | |
| Catering Providers area and goods | Public coming into contact with dangerous equipment | Pub, S | 6 | 4 | 24 | Cordon off back area of caterers | 4 | 2 | 8 | | |
| | Electricity, fuel and food hygiene | Pub, S | 10 | 4 | 40 | Ensure catering contractors fulfil the control measures in their risk assessment | 2 | 2 | 4 | | |

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| Living History Camp | Health Risk caused by lack of sanitary facilities for large number of people | Pub, P, S | 6 | 8 | 48 | Provision of portable chemical units with hand washing facilities for public and performers | 2 | 2 | 4 | | |
| Sanitary Conditions Waste Disposal | Unhygienic conditions caused by build up of waste material | Pub, P, S | 6 | 8 | 48 | Sufficient bins to be positioned around the site Caterers responsible for removing their rubbish | 4 | 2 | 8 | Additional staff to take part in litter collection if required | |
| Medical Incident | Illness / Injury occurs onsite | Pub, S, P | 10 | 4 | 40 | Event First Aid on site throughout the event | 6 | 2 | 12 | | |
| Major Incident / Site Evacuation | Crowding, Pushing Failure to remove people to safety | Pub, P | 10 | 6 | 60 | Stewards and all staff briefed on muster points / emergency exits Emergency procedures made known to all staff | 4 | 2 | 8 | | |

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| Electrics and Lighting | Fire and Electrocution Slips, trips and falls Overloading power points | P, Pub, S | 8 | 4 | 32 | All electrics and lighting must be installed by trained personnel only All electrical installation and equipment must comply with the Electricity at Work Regulations 1989 All cables and lighting must be installed, set up and left neatly and out of the way as possible Only trained personnel to advise on power point installation | 4 | 2 | 8 | | Regular checks on cables and lighting to ensure none have been moved, kicked etc |

| Subject Area Living History Camp & Arena | Hazard & Effect | To Whom P -Performers Pub - Public S - Staff | Severity Rating X Likelihood=Primary Risk based on no control S X L = R | | | Recommended Control Measures | Severity Rating X Likelihood= Residual Risk S X L = R | | | Action Required where risks are not adequately controlled | Other comments |
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| Lost Children | Distress caused to children and parents | Pub | 2 | 4 | 8 | Parents to be advised to accompany children at all times Lost children to be taken to the Roman Tours Command and Control Tent Lost children procedures made know to all re- enactors and staff | 2 | 2 | 4 | | |

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| Increased Visitor numbers on site | Trips and Falls Unusual areas not normally used by public | Pub, S | 2 | 4 | 8 | Staff to check areas are safe for public. Signage showing danger areas where / if relevant | 2 | 2 | 4 | | |

| Subject Area Amphitheatre | Hazard & Effect | To Whom P -Performers Pub - Public S - Staff | Severity Rating X Likelihood=Primary Risk based on no control S X L = R | | | Recommended Control Measures | Severity Rating X Likelihood= Residual Risk S X L = R | | | Action Required where risks are not adequately controlled | Other comments |
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| | | | 2 | 4 | 8 | | 2 | 2 | 4 | | |
| Increased visitor numbers on site | Trips and falls | Pub | 2 | 4 | 8 | Staff to check public areas regularly | 2 | 2 | 4 | | |
| | Steep slope at edge of arena | Pub | 10 | 4 | 40 | Edge to be clearly marked 1metre from slope with high visibility paint | 10 | 2 | 20 | Stewards to be placed near edge of slope to inform / warn public | |
| | Crowd Pressure | Pub | 10 | 4 | 40 | Closure of amphitheatre by stewards, authorised by Event Safety Manager | 10 | 2 | 20 | Event Safety Manager to monitor crowd in amphitheatre regularly with extra vigilance during performances | |
| | Audience entering arena | Pub | 8 | 4 | 32 | Only trained personnel to enter the arena Abort procedure made known to all performers and stewards | 8 | 2 | 16 | | |

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| Combat Displays | Performers being injured with weapons | P | 6 | 4 | 24 | Only trained performers to be involved in displays All weapons to be stored safely when not being used | 6 | 2 | 12 | | Groups to have separate and individual risk assessments for display |

| Subject Area Plastic Campsite | Hazard & Effect | To Whom P -Performers Pub - Public S - Staff | Severity Rating X Likelihood=Primary Risk based on no control S X L = R | | | Recommended Control Measures | Severity Rating X Likelihood= Residual Risk S X L = R | | | Action Required where risks are not adequately controlled | Other comments | | | |
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| | Injury from building materials or tools | | | | | | | | | | | | | |
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| | Injury from mechanical tools | | | | | 6 | 6 | 36 | | | | 6 | 2 | 12 |
| | Danger from moving vehicles | | | | | 6 | 4 | 24 | | | | 6 | 2 | 12 |
| Event | <u>Buildings - Event</u> | P, Pub, S | 8 | 4 | 32 | Only trained personnel to use mechanical or electrical tools | 8 | 2 | 16 | | | | | |
| | Injury from falling items or collapsing structures | | | | | | | | | | | | | |
| | | | | | | Vehicles only to enter set up area with approval of event managers. 5MPH speed limit, hazard lights to be shown. Stewards to escort vehicles | | | | | | | | |
| | | | | | | Group organisers to check buildings hourly for structural integrity | | | | | | | | |

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