

Event Risk Assessment

Date:	13 th July 2024	Assessor Name	Michelle Legg					
Activity	WPC consultation exercise and glass decorating							
Location	Wheatley/Holton Playing Fields							
Risk Rating If all control measures are in place Who may be exposed to the risks: E = Employee/Volunteer P = Member of the Public Y = Young person	LIKELIHOOD 1 – Unlikely 2 – Possible 3 – Strong Possibility 4 – Highly Likely 5 – Expected Imminently	SEVERITY 1 – Low 2 – Moderate 3 – Substantial 4 – Severe 5 - Critical	RISK RATING					
				S1	S2	S3	S4	S5
			L1	W1	G2	G3	G4	Y5
			L2	G2	G4	Y6	Y8	Y10
			L3	G3	Y6	Y9	Y12	R15
			L4	G4	Y8	Y12	Y16	R20
			L5	Y5	Y10	R15	R20	B25
Identified Hazards (anything (object, person, condition etc) that has the potential to cause harm)	Who may be exposed to the hazards e.g. E-P-Y	Current control measures used to mitigate/reduce risks (Include details of maintenance / checks currently undertaken) (Eliminate, Reduce, Isolate, Control, PPE, Discipline)					Current Risk Rating (after control Measures)	
Broken glass	E-P-Y	<ul style="list-style-type: none"> Jars to be stored safely when not in use Dustpan and brush on site Any broken glass cleared away and disposed of safely 					G2	
Manual Handling – general from picking up litter, carrying bags, moving bins, moving large objects, reaching, bending or twisting	E-P-Y	<ul style="list-style-type: none"> Use the litter picker, so that you do not bend as much. Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue as if you are tired you are more prone to injuring yourself. Do not handle large items. Only collect litter that can be put into rubbish bags. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate foot ware that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity. 					L2	

Environmental hazards Ground surfaces (un-even, poor, slippery) Shrubs, brambles, tree, branches etc. Weather, sun and hot temperatures, wet and cold weather	E-P-Y	<ul style="list-style-type: none"> • Be aware of surfaces walked on, wear appropriate footwear. • Personal hygiene, wash hands before eating, drinking or going to the toilet. • Do not handle items you suspect could be contaminated with a hazardous substance. • Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A Sun hat and sun cream (factor 15) should be used. Keep covered up as much as possible. • Suitable waterproof and warm clothing, trousers, coat, hat should be worn. 	W1
Moving vehicles	E	<ul style="list-style-type: none"> • Hi- Vis clothing to be worn at all times during set up and take down • Awareness of road vehicles 	W1
Lone working	E	<ul style="list-style-type: none"> • Check in with Event Management Team (EMT) • Inform EMT of any abusive or expected abusive behaviour • Ensure mobile phone is charged • In/out check system in place 	W1
Sharp/rusty edges, needles	E-P-Y	<ul style="list-style-type: none"> • Use litter grabbers to pick up sharp litter • Leave alone & report to event organizer to dispose of in sharps container using litter grabber, or report to council for removal 	W1
Trees, shrubs	E-P-Y	<ul style="list-style-type: none"> • Be alert to the risks and keep a look out for hazards. • Be aware of low hanging branches and exposed tree and shrub roots. 	W1
Theft of items	E	<ul style="list-style-type: none"> • Valuables should be kept to a minimum • Any valuable items to be stored out of sight 	G2
Damage from gazebo	E-P-Y	<ul style="list-style-type: none"> • Gazebo to be erected in line with guidelines • Gazebo to be secured/weighted as appropriately • If there are concerns regarding weather conditions e.g. high winds, gazebo should not be used 	G2