

## RISK ASSESSMENT

Organisation : **Alresford Watercress Festival (Sunday 21<sup>st</sup> May 2017)**

Date of risk assessment : **15<sup>th</sup> February 2017**

What are the hazards?	Who might be harmed & how?	What are we already doing?	Other measures to control this risk?	Action by whom?	Action by when?
<b>Slips</b> Rain can cause roads, paths, entertainment surfaces (e.g. stage) to be slippery.	Visitors, stallholders, entertainers and members of the festival team might slip on wet surfaces.	Locating all stalls on/next to tarmac road.	Pray for good weather	Event Manager to plan site layout	Before event
<b>Trips</b> Objects left in passageways around stalls, stage and pedestrian routes can cause trip hazards	Staff and visitors may be injured if they trip over objects	Ensuring no trailing leads or cables	Marshals and stallholders to keep work areas clear, e.g. no boxes left in walkways	Event Manager & marshals to walk site	Throughout event
<b>Electrocution</b> Danger that an individual is electrocuted by loose connections or unsafe equipment	Members of public, stallholders and entertainers might be electrocuted by contact with exposed electricity supplies	Engaging professional electricians (Barnes & Liddiard) to connect power supplies from commercial and private addresses to stalls and stage		Dave Liddiard of Barnes & Liddiard	Sunday 21 <sup>st</sup> May 2017
<b>Fire</b> Some stallholders sell hot food and cook on open ranges. Therefore, the possibility exists of an accidental fire that could destroy property and/or cause injuries to individuals	Members of public, stallholders and entertainers might be burned by flames and/or hot surfaces	Stallholders to have fire extinguishers by cookers and first aid kits. Turn off gas when not using. All gazebos used must be fire proof.	No public access to hot surfaces.	Two marshals will be present throughout day. Two Way Radio contact for emergency	Throughout event
<b>Food Hygiene</b> Hot and cold food will be sold. Therefore the risk exists that the public might have food poisoning	Any visitor might suffer from food poisoning if s/he consumes a contaminated item	Accept only those food traders that comply with current food hygiene and safety legislation and have a Food Hygiene Rating of 3 or above	Emailing a comprehensive self questionnaire (as supplied by WCC Environmental Health) to all food traders to be completed prior to the festival for inspection by the organisers on the day of the festival	Event Manager & HFM Managers	Throughout event

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<p><b>Vehicle &amp; cycle movements</b> Stallholders, entertainers, demountable structure contractors will have temporary vehicular access to Broad Street, West Street, East Street and Station Road to unload/reload. There is a risk that a vehicle might collide with a pedestrian.</p> <p>Cyclists (individuals and groups) attend the festival and can cause injury to themselves and others if careless with their cycles when progressing through the crowded site</p>	<p>Vehicular movements may endanger public (<b>NB</b> public will arrive for start of Festival from 0930hrs).</p> <p>Cyclists might injure themselves or others with their cycles.</p>	<p>Several roads are CLOSED: Broad Street (from Bighton Road Junction); West Street (Junction with Jacklyns Lane); East Street (Junction with Sun Lane); Station Approach (from Jacklyns Lane); The Avenue from junction with New Farm Road to West Street</p> <p>Access to site only from 0600hrs to 0900hrs (set-up) and 1600hrs to 1800hrs (dismantle). Drivers instructed to drive slowly (max 5mph). Marshals will direct stallholders to their sites.</p> <p>All cyclists to dismount at barriers and walk through site</p>		Event Manager & HFM Managers & marshals	Throughout event
<p><b>Disease from live animals</b> Kidsrome will create a petting farm in East Street exhibiting a number of farm animals.</p>	<p>There is a potential risk of infection following touching of livestock. This risk is particularly applicable to young children whose knowledge of personal hygiene – at that stage of the lives – is somewhat limited</p>	<p>Provide :</p> <ul style="list-style-type: none"> <li>• running water for hand-washing</li> <li>• single use paper towels &amp; bacterial liquid soap</li> <li>• signage warning that animals carry diseases &amp; importance of hand-washing</li> </ul> <p>Locate petting farm in East Street away from food stalls or premises located in Broad Street</p>	<p>Encourage those accompanying children to instruct their children in the need to use the hand-washing facilities available at the petting farm.</p> <p>Only permit accompanied children to touch animals.</p>	Kidsrome staff	Throughout event

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<b>Horse &amp; cart</b>	Horse may get spooked, bolt and run in to spectators lined along the route of the cavalcade (Broad Street)	Mel & Barry Hook select a docile animal for this event. Mel will walk alongside the horse's head to lead and calm. Barry will control the horse from his driver's seat aboard the cart. Six marshals accompany cart to alert public and shepherd them from the route as horse and cart approach.		Barry & Mel Hook Event Manager & marshals	Throughout event esp. 1015hrs to 1100hrs
<b>Minor Injuries</b> incl. sunstroke, hyperthermia and exhaustion	All visitors, especially the young and elderly might succumb to sunstroke, hyperthermia or exhaustion People (visitors, exhibitors, marshals, etc) may have an accident and/or suffer injuries (minor or major)	St. John's Ambulance (South East Region) will provide first aid facilities sited on Station Road.  4 x First Aid Members 2 x Emergency Transport Attendant Members 1 x Medium Mobile First Aid Medical Unit 1 x Ambulance Unit		St. John's team	Throughout event

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<b>Suspicious Package</b>	All attending the festival could be at risk if the suspicious package were an explosive device.	If a suspicious package is discovered, marshals are instructed <b>NOT TO TOUCH OR MOVE IT</b> but to immediately consider a simple set of points - The <b>HOT</b> Principle: Is the item <b>hidden</b> ? Is it <b>obviously suspicious</b> ? Is it <b>typical</b> for the environment? and make a common-sense judgement regarding the item and, if they are not satisfied, isolate the area and contact the Event Manager.	Marshals are <b>instructed NOT to use mobiles or radios</b> within 50mtrs of any package deemed suspicious. If the Police consider it necessary, they will take over the incident.	Event Manager and marshals	Throughout event
<b>Drunken behaviour</b> Alcohol will be served and will be consumed in public..	May attract persons suffering from excessive alcohol consumption	Those selling alcohol from stalls or premises to apply for and provide their own TENS Alert Police to any problems.	Marshals will be present at market. Two way radios in use in case of emergency	Event Manager and marshals	Throughout event
<b>Litter</b> The markets will create litter Picnics will also create litter.	Sharp items, glass, food litter might endanger individuals. Any refuse left overnight could attract vermin.	BIFFA to supply 20 x 1100 litre sized bins. NATC to site bins. Scouts will pick up litter on regular basis	Designate certain bins for recyclables (plastic bottles)	NATC to site bins Event Manager, AWF team & scouts to remove all litter	Throughout event

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<b>Lost &amp; Found Children</b>	With 12/15,000 people attending, there are occasions when young children wander off from those with whom they are visiting the festival and get lost	AWF will provide a Lost & Found Child point in Information Point (outside Community Centre) to which any found child will be taken and at which parents can report a lost child. The arrangements are detailed in printed festival programmes and on the AWF website. It is vital that any lost child's name is NOT disclosed to the public. Marshals have been instructed to take any "found" child to the Festival Information Centre outside the Community Centre. If a member of the public reports that a child is lost, the Event Manager will ensure that all marshals are aware of the child's description and request them to look out for the child and to alert the Event Manager if a sighting is made. In either case, the Police will be alerted.	To further strengthen these efforts, we are offering to provide parents with a free wristband for each child attending the festival. Parents are encouraged to collect a wristband from the AWF Information Point outside the Community Centre and to write their contact details on the reverse. This process also ensures that the children (and parents) get to see where the Info point is and that there are caring and friendly people on hand should the need arise.  If a search for child or parent is necessary, a message will be communicated to all event staff by radio or phone. At no time will a child's name be broadcast.	Event Manager & marshals  Event Manager (Clive Burgess) & AWF Secretary (Gill Grant) are both DBS (CRB) checked	Throughout event