

Summer Fete - Saturday 8th September 2018

12:30pm – 5:30pm

RISK ASSESSMENT

Item at Risk	Action/s Required	Responsibility	Level
Parking and Access to field for Emergency Services Vehicles	<ul style="list-style-type: none"> No parking in the lane leading to the Jubilee field. Field car park for stall holders and disabled only from 8.30am to 4.30 pm. Access onto the field to be maintained through car park for emergency services 	<ul style="list-style-type: none"> All event organisers and in particular, the appointed car park attendants. High visibility vests will be issued to appointed car park attendants 	Medium
Gas Bottles on field	<ul style="list-style-type: none"> Stallholder to have insurance / licence for public use and own safety procedures, Public liability insurance. 	<ul style="list-style-type: none"> Stallholder 	Low
Tent pegs used by stallholder or tents erected on the field	<ul style="list-style-type: none"> Pegs to be safely covered or made visible and kept out of public likely pathways 	<ul style="list-style-type: none"> Contractor or Stallholder 	Low
Portable Electricity Generators on field.	<ul style="list-style-type: none"> Stallholder to have safety procedures / test certificate and use according to IET wiring regulations Public liability insurance to be in place 	<ul style="list-style-type: none"> Stallholder In case of Generator, all certificates checked from hire company 	Low
Emergency Evacuation of field, if needed	<ul style="list-style-type: none"> Main gate access should be clear for evacuation (no cars) and at the other end of the field the Scout hut path is available 	<ul style="list-style-type: none"> Evacuation procedures at bottom of document 	Low
Security	<ul style="list-style-type: none"> Community Safety Warden and PCSO asked to attend 	<ul style="list-style-type: none"> CSW, PCSO & organisers 	Low
First aid on the Field	<ul style="list-style-type: none"> Medical company to be in attendance. First Aid to be located in Marquee by Sound Booth 	<ul style="list-style-type: none"> First Aiders in attendance plus Cadets also first aid trained. (Louise Gibson is trained and up to date First Aider if required in emergency) 	Low
Disabled access to field	<ul style="list-style-type: none"> Level ok from car park 	<ul style="list-style-type: none"> Organisers 	N/A
Fire on the field	<ul style="list-style-type: none"> All organisers briefed on actions to take in event of fire. Evacuate public to safe area. Louise to contact fire services. No candles. No smoking in tents or Marquees. 	<ul style="list-style-type: none"> Organisers Evacuation procedures detailed below 	Low

Item at Risk	Action/s Required	Responsibility	Level
Public unfamiliar with area	<ul style="list-style-type: none"> • Designated organisers to direct guests 	<ul style="list-style-type: none"> • Organisers to have duties on the field and wear high visibility vests for recognition. 	N/A
Food Hygiene	<ul style="list-style-type: none"> • Food Hygiene Certificate to be held by stallholders • Scout Hut have own certification? 	<ul style="list-style-type: none"> • Stallholder 	Low
Food waste and Rubbish	<ul style="list-style-type: none"> • Food waste to be double bagged and this and other rubbish to be cleared off the field by the organisers at the end of the day 	<ul style="list-style-type: none"> • Organisers • Ash Skips providing 4 Festival-type skips/Industrial Wheelie bins. 	N/A
Cooking on field	<ul style="list-style-type: none"> • Firefighting and first aid box to be stored close to cooking equipment 	<ul style="list-style-type: none"> • Stallholder 	low
Toilets on field	<ul style="list-style-type: none"> • Drainage to be self-contained 	<ul style="list-style-type: none"> • Supplier (Blue Loos Event Hire) 	Low
Stalls in general	<ul style="list-style-type: none"> • Some may require supervision and keeping public in front area 	<ul style="list-style-type: none"> • Stallholders • Organisers 	Low
Bouncy Castles	<ul style="list-style-type: none"> • Company to provide Risk Assessment • Organiser in charge to allow specific number of children on castle, slide or assault course at any one time (As advised by Company) • In wet conditions, inflatables are to not to be used. 	<ul style="list-style-type: none"> • Anglesey Bouncy Hire (to provide risk assessment) • Anglesey Bouncy Hire to determine use of inflatables • Responsibility for safety of Bouncy Inflatables ultimately lies with Anglesey Bouncy Hire. 	Medium
Donkey (Animal) Hazard	<ul style="list-style-type: none"> • Company to ensure that Donkeys are correctly managed at all times. • Donkeys to be in designated area only • In case of Donkey escaping, field to be evacuated immediately through the nearest exits 	<ul style="list-style-type: none"> • Company (Dapper Donkeys) • Project Manager to highlight designated area. • Company to ensure area is kept clean. • Evacuation procedures detailed below 	
Activities manned by, staff: Go-Karts, Donkey Rides.	<ul style="list-style-type: none"> • Companies to provide risk assessments and insurance details 	<ul style="list-style-type: none"> • Stall holders/suppliers 	Low
Briefing of all organisers that on the day <u>All</u> are responsible for HSE of themselves and the Public	<ul style="list-style-type: none"> • Pre-meetings to allocate duties of a safety nature for the event. • Hand out to all of a card list of all organiser/councillor mobile telephone numbers and emergency services numbers. 	<ul style="list-style-type: none"> • Project Manager and responsible HSE designated person. 	N/A
Unsuitable weather conditions	<ul style="list-style-type: none"> • Regular inspections by organisers • Ongoing monitoring of the 	<ul style="list-style-type: none"> • Organisers 	Low

Item at Risk	Action/s Required	Responsibility	Level
	weather in advance of the event		

Evacuation Procedures

In the event that evacuation of the field is required, the following procedures are to be followed:

- Mark Williams to announce evacuation on the tannoy
- Carolyn Walker, Mike Dutton, Louise Gibson and Dave Whitehead to co-ordinate the evacuation activities on the field
- All other organisers/Cllrs to assist people leaving the field, ensuring that disabled and vulnerable people are identified and offered assistance.