

## Event Risk Assessment

|                      |                             |                                |                                |
|----------------------|-----------------------------|--------------------------------|--------------------------------|
| <b>Name of Event</b> | Tincombe Tea Party          | <b>Name of event organiser</b> | Friends of Tincombe            |
| <b>Date of Event</b> | 6 <sup>th</sup> August 2022 | <b>Name of risk assessor</b>   | James Jenkins                  |
| <b>Venue Address</b> | Tincombe Green, Saltash     | <b>Date of risk assessment</b> | 10 <sup>th</sup> February 2022 |

| What are the hazards? | Who might be harmed and how?   | Hazard Value | Likelihood | Risk Level | Controls and Measures   |
|-----------------------|--|--------------|------------|------------|---|
| Trips                 | Risk to organisers and general public of injury if they trip over objects, or marquee guy ropes etc. | 3            | 2          | 6          | <ul style="list-style-type: none"> <li>* All cables will clearly marked with black and yellow warning tape and covered with cable covers</li> <li>* Any items not in use will not be placed on the ground, and pathways will be kept free of trip hazards</li> <li>* Site will be checked for trip hazards</li> </ul> |
| Medical emergencies   | Risk to organisers and general public in the event of a medical incident.                            | 4            | 2          | 8          | <ul style="list-style-type: none"> <li>* Two fully trained first aiders from the 2<sup>nd</sup> Saltash Scouts will be on site throughout the event</li> <li>* Basic first aid supplies will be available, and the first aid station clearly marked</li> <li>* Public liability insurance has been bought</li> </ul>  |
| Electricity           | Risk to organisers and general public of electrical burns and injuries.                              | 4            | 1          | 4          | <ul style="list-style-type: none"> <li>* No mobile generators will be used</li> <li>* Mains supply from private houses</li> <li>* Plug sockets will not be overloaded</li> </ul>  |
| Sun and heat exposure | Risk to organisers and general public of heatstroke or dehydration.                                  | 2            | 1          | 2          | <ul style="list-style-type: none"> <li>* Tincombe has plenty of tree shade, but sunscreen will be available.</li> <li>* Drinking water will also be available, with water bowls provided for dogs.</li> </ul>   |

|  |  |   |   |   |   |
|--|--|---|---|---|---|
| Vehicle movements                      | Risk to organisers and general public of collisions with other vehicles or pedestrians                         | 4 | 2 | 8 | <ul style="list-style-type: none"> <li>* Public are asked to walk, not drive.</li> <li>* Temporary barriers to be erected along the edge of the green near the road.</li> <li>* Public path adjacent to Tincombe Green and road will be clear at all times allowing pedestrians to continue their business.</li> </ul>  |
| Lack of access for emergency services  | Risk to organisers and general public of delay in casualty receiving first aid treatment                       | 4 | 1 | 4 | <ul style="list-style-type: none"> <li>* Clear route onto the Green to be kept for emergency vehicles</li> <li>* Fully trained first aiders from the 2<sup>nd</sup> Saltash Scouts will be in attendance to treat any casualties until emergency services arrive</li> </ul>   |
| Emergency procedures                   |  | 4 | 1 | 4 | <ul style="list-style-type: none"> <li>* Marshals to be briefed on evacuation routes.</li> <li>* All marshals to be in contact by radio.</li> <li>* Marshals to be made aware of the dropped kerbs for the safe evacuation of any visiting disabled persons or families with prams</li> </ul>   |
| Overcrowding                           | Risk to organisers and general public of a crush   | 4 | 1 | 4 | <ul style="list-style-type: none"> <li>* The event is to be held outdoors, alleviating the risks associated with overcrowding</li> <li>* Maximum number of attendees has been established at just over 500. We estimate there will be no more than 250 at any one time, and will be using a clicker to track crowd numbers</li> <li>* Agreed emergency procedures will be in place</li> </ul> |
| Food hygiene                           | Risk to organisers and general public of food poisoning or allergic reaction                                   | 3 | 2 | 6 | <ul style="list-style-type: none"> <li>* All food will be prepared in a careful, hygienic manner</li> <li>* Labels will be added to food identifying all ingredients</li> <li>* Any vendors to hold appropriate food and hygiene licences with insurance</li> </ul>   |
| Gazebos, marquees and event structures | Risk of injury to organisers when putting up or taking down; risk to general public structures falling on them | 4 | 1 | 4 | <ul style="list-style-type: none"> <li>* Sufficient people will be on hand to put up and take down marquees etc.</li> <li>* All free-standing objects (marquees, pin boards, etc.) will be weighted down and secured.</li> </ul>  |
| Lost Children                          |  | 3 | 2 | 6 | <ul style="list-style-type: none"> <li>* The information point for lost children will be clearly marked</li> <li>* A marshal with a DBS check will be designated as a Lost Child Officer to be with the child until he/she is reunited with their parent or guardian</li> <li>* Visitors will be asked to supervise their own children</li> </ul>   |
| Local Concerns and objections          |  | 2 | 1 | 2 | <ul style="list-style-type: none"> <li>* All organising committee members live adjacent to the park.</li> </ul>   |

|                            |  |   |   |   |   |
|----------------------------|--|---|---|---|---|
|                            |  |   |   |   | <ul style="list-style-type: none"> <li>* Residents have been advised of the event via Facebook, flyers and face to face, and will be kept up to date</li> <li>* The event will finish at 6pm, with no noise occurring after 8pm</li> <li>* The event will lead to an increased number of people on the site, but these will all be local families</li> <li>* The live music will be a swing band, with fairly low noise decibel levels</li> </ul>   |
| Waste Management           |  | 1 | 2 | 2 | <ul style="list-style-type: none"> <li>* Marshals will be encouraging people to take their rubbish home and develop 'Better Habits for the Habitat'</li> <li>* A final litter pick will be carried out between 7pm and 8pm to ensure the site is clean</li> </ul>   |
| Inexperience of organisers |  | 2 | 1 | 2 | <ul style="list-style-type: none"> <li>* This is the second event for Friends of Tincombe and once again the organisers have reached out to experienced event organisers to ensure that risks are being mitigated.</li> <li>* The Organising Committee comprises a member of 2<sup>nd</sup> Saltash Scouts, a member of Saltash Environmental Action, a member of a school PTA, a Cornwall Councillor and a qualified youthworker, who all have excellent experience in organising events and working within the community</li> </ul> |
| Control of substances      |  |   |   |   | Washing up liquid will be kept out of reach of children   |

| <b>Risk Rating</b>       |              |                          |
|--------------------------|--------------|--------------------------|
| <b>Hazard (Severity)</b> | <b>Value</b> | <b>Risk (Likelihood)</b> |
| <b>Negligible</b>        | <b>1</b>     | <b>Unlikely</b>          |
| <b>Slight</b>            | <b>2</b>     | <b>Possible</b>          |
| <b>Moderate</b>          | <b>3</b>     | <b>Quite Possible</b>    |
| <b>Severe</b>            | <b>4</b>     | <b>Likely</b>            |
| <b>Very Severe</b>       | <b>5</b>     | <b>Very Likely</b>       |

**Hazard Value x Risk Value = Risk Level**

| <b>Risk Level</b> |  |
|-------------------|--|
| <b>1 – 4</b>      | <b>Low Risk<br/>(acceptable )</b>  |
| <b>5 – 15</b>     | <b>Medium Risk<br/>(acceptable with adequate measures in place)</b>                      |
| <b>16 - 25</b>    | <b>High Risk<br/>(action must be prioritised to reduce risk<br/>to acceptable level)</b> |