

EVENT RISK ASSESSMENT

Next Gen Support
Services

Event Name:		Date:		Venue:	
--------------------	--	--------------	--	---------------	--

HEADINGS IN RED ARE COMPULSORY SECTIONS FOR ALL EVENTS

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Entrance / exit constructed to allow easy access for disabled people. Entry supervised by identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. Catering outlets must be located away from entry or exit points Number of marshals for the event = (you must state this number)	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; P.A. system (essential for large events); and how the emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	Provide adequate First Aid cover. (NB 2 is the minimum number of First Aiders for an event) Number of qualified First Aiders to be present for event = (you must state this number)	Low

<p>(1) Activity / Area of Concern</p> <p>ie: what is taking place as part of the event?</p>	<p>(2) Hazards Identified</p> <p>ie: what can cause harm?</p>	<p>(3) Persons at Risk</p> <p>ie: who could be harmed by the hazard?</p>	<p>(4) Current Risk Factor (high, medium or low)</p> <p>ie: determine the level of risk</p>	<p>(5) Actions to be Taken to Minimize each Risk</p> <p>ie: what action can you take to lower the level of risk</p>	<p>(6) New Risk Factor (high, medium or low)</p> <p>ie: risk factor after action taken to minimize the risk</p>
<p>Care of children</p>	<p>Lost children</p>	<p>Members of the public – children</p>	<p>High</p>	<p>Clearly identified “lost children” point. Identifiable marshals. PA system in place (essential for large events). Staff assigned as key workers and in accordance to the timetable. Any poor conduct of YPs: Parent/carer informed. Follow risk assessment for individual YP. Inform Headteacher or the Manager. Management to set appropriate action as per the Positive Behaviour Policy or deemed appropriate.</p>	<p>Medium</p>
<p>Toilet provision</p>	<p>Not enough toilets</p>	<p>Members of the public</p>	<p>Medium</p>	<p>Ensure enough toilets present at site for numbers attending Provide portaloos as necessary OR Use public toilets on site.</p>	<p>Low</p>
<p>Car Parking</p>	<p>Injuries caused by moving vehicles</p>	<p>Members of the public – especially children / competitors</p>	<p>Medium</p>	<p>Designated signed parking areas. Drive to be kept clear to allow access for emergency vehicles. Mandatory 5 mph speed limit enforced by signs. One-way traffic system in place. Car parking supervised by identifiable marshals wearing high visibility jackets carrying mobile radio to summon assistance from Control. First Aiders and ambulance on site. Specially designated area for disabled parking. Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions</p>	<p>Low</p>

<p>(1) Activity / Area of Concern</p> <p>ie: what is taking place as part of the event?</p>	<p>(2) Hazards Identified</p> <p>ie: what can cause harm?</p>	<p>(3) Persons at Risk</p> <p>ie: who could be harmed by the hazard?</p>	<p>(4) Current Risk Factor (high, medium or low)</p> <p>ie: determine the level of risk</p>	<p>(5) Actions to be Taken to Minimize each Risk</p> <p>ie: what action can you take to lower the level of risk</p>	<p>(6) New Risk Factor (high, medium or low)</p> <p>ie: risk factor after action taken to minimize the risk</p>
<p>Risk of fire</p>	<p>Burn or smoke injuries</p>	<p>Members of the public especially people with disabilities and children / staff / event participants / contractors</p>	<p>Medium</p>	<p>Compulsory legal requirement: event organiser <u>must</u> have a Fire Risk Assessment for their event which must include:</p> <ul style="list-style-type: none"> - Identifying combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition on the area being used - Checking that the fire would be detected in a reasonable time and people warned - Checking that people including persons with disabilities who may be in the building/marquee/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; & that suitably trained people are available to operate any fire extinguishers - Ensuring that any marquees or other enclosed buildings/structures used for the event are included in the Fire Risk Assessment – see below <p>You need to confirm in this section that you have produced a Fire R.A., although we do not need to actually see it.</p> <p>For large or high risk events – notify Fire Service</p> <p>For large or high risk events - roads/emergency exits patrolled and kept clear by identifiable fire marshals carrying mobile radios to summon assistance from Control.</p> <p>For small or low risk events – ensure roads/emergency exits are kept clear at all times</p> <p>All events – system available to broadcast any evacuation instructions (small events – person shouting or using megaphone or gong etc; large events – Public Address system)</p>	<p>Low</p>

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	You must describe here what you intend to do in the event of very wet weather on the day or day before, eg: cancel the event; prohibit parking on the grass if you were planning to do so; etc	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled or postponed by the event organiser due the risks involved. When planning the event, situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Borrow litter picking tools in advance from Parks if necessary Obtain black bags at own expense Remove bags of collected litter from site OR Request Parks to remove bags of collected litter from site on next working day (ask re costs)	Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Use of companies/ operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	You must ensure that you obtain all operator's risk assessments and safe working practices, and check through them to ensure they are adequate. (The Council do not need to see them, but is important that you do so as event organiser.) <i>Please leave this section in the Risk Assessment to show that you will be complying with this requirement.</i>	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	You must ensure that if any supervisors, volunteers, operators, or marshals at your event will be working one to one with children or in a situation where there is only one adult with a child/children for any duration of time, that they are Criminal Records Bureau checked. This is the responsibility of the event organizer.	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with radio system. Marshals to be fully briefed prior to event. Organiser of event must have trained/experienced marshals wherever controlling entry to an event, as this causes potential conflict.	Medium

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Public Address (PA) System	Cables catch fire or electrocute Trip over cables	Members of the public / staff Members of the public / staff	Medium Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician. Cable covers/ management system in place, no exposed cables	Low Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	Vehicle movement kept to minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit enforced by signs and identifiable marshals carrying mobile radios to summon assistance from Control. First Aiders & ambulance on site. If possible , ensure all vehicles are on site before the event.	Low
ACTIVITIES:-					
Face Painting	Allergy to paints	Members of the public - children	Medium	Erect sign: If child has allergy / skin condition then must not have face painted. Staff to ensure all parents/guardians sign form re no allergy/giving permission Must have Public Liability Insurance for £5m cover – copy to be provided.	Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Sponsored walk	Tripping / falling on uneven ground Dehydration / heat exhaustion	Entrants / members of the public Entrants	Low Low	Check route before walk commences. Any hazards clearly identified, cordoned and signposted Provide drinks and access to fresh supply of drinking water (Provide adequate First Aid cover).	Low Low
Catering – food / drink	Food poisoning Allergic reaction Fire	Members of the public Members of the public – especially children Staff / members of the public	Medium Medium Medium	Organiser to ensure that staff have Food and Hygiene certificates for staff involved in food preparation and delivery. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc. No nuts and coconut in any cakes, refreshments, drinks etc. Fire extinguishers mandatory in all catering units.	Low Low Low

<p>(1) Activity / Area of Concern</p> <p>ie: what is taking place as part of the event?</p>	<p>(2) Hazards Identified</p> <p>ie: what can cause harm?</p>	<p>(3) Persons at Risk</p> <p>ie: who could be harmed by the hazard?</p>	<p>(4) Current Risk Factor (high, medium or low)</p> <p>ie: determine the level of risk</p>	<p>(5) Actions to be Taken to Minimize each Risk</p> <p>ie: what action can you take to lower the level of risk</p>	<p>(6) New Risk Factor (high, medium or low)</p> <p>ie: risk factor after action taken to minimize the risk</p>
<p>Cash Collectors</p>	<p>Risk of theft / injury to cash collectors</p>	<p>Competitors / members of the public</p>	<p>Medium</p>	<p>All cash collection points to have mobile radios. Fully instructed inconspicuous persons carrying mobile radios to summon assistance if necessary to make regular collections from cash collection points. Cash to be removed to secure area for counting and subsequent banking. Police notified of event</p>	<p>Low</p>

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Barbeque-	Fire hazard / burns (people/property/ trees) Food uncooked Ingesting fire lighting products	Members of the public especially children Anyone consuming food Children	High High Medium	Barbecue to be fenced/secured off to public & supervised at all times. Ashes to be removed from site when cold. Gloves to be worn. Fire extinguisher and/or bucket of sand to be placed next to barbecue area. Situate barbecue away from any trees or other combustible materials. Ensure food hygiene. Use a food thermometer probe to ensure thoroughly cooked. Clean surfaces with antibacterial spray. Barbecue to be supervised at all times. No lighting liquid to be used, only lighting blocks.	Medium Low Low
Dog show	Uneven ground Dog health / injuries Heat exhaustion Dog faeces Tripping over dog show rings	Competitors / dogs Dogs Competitors / dogs Competitors/ dogs / visitors / general public Members of the public / competitors	Low Low Medium Medium Medium	Check for ruts or holes prior to event, fill in if required Have veterinarian on call. Have quarantined area with dog first aid equipment. LBC Parks inform dog warden of dog shows, may attend Ensure water available on site & signposted Ensure all faeces immediately collected and placed in refuse sacks. Ensure removed from site Wrap hazard tape around rings. Provide 24 hour security.	Low Low Low Low
Children's races	Slipping / tripping / falling	Children	Medium	Inspect prior to races to ensure no stones, pot holes, mounds are in actual race area. Clear the area of any litter, glass or dog faeces	Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users Inflatable not secured properly - accidents Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public – children / supervisor Members of the public – children / supervisor Members of the public especially children	Medium Medium Medium	The event organizer must ensure that the operator complies with all of the Bouncy Castle Regulations as provided by SPC (please ask for a copy if not yet received) – this includes sections on anchorage, weather, damage, overcrowding, supervision, training, etc. Event organiser must also ensure operator uses ADIPS or PIPA inspection schemes (or PUWER) – get a copy of their safety certificate to check. Event organiser also to obtain copy of operator's Public Liability Insurance for £5 million. The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables. The event organizer must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.	Low Low Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Go-Karts	User falling off kart Kart hitting pedestrian or other kart Fuel use/storage	Members of the public - children Members of the public - children / spectators Members of the public	Medium Medium Low	Full safety harness and headgear protection Remote control engine cut out. Limit two karts in use at any one time Fuel stored securely in van <i>Please note that noisy go-karts may not be permitted at some sites due to the noise levels and/or problems with unauthorised motorbikes etc</i>	Low Low Low
Quad bikes	User falling off bike Bike hitting pedestrian or other kart Fuel use/storage	Members of the public - children Members of the public - children / spectators Members of the public	Medium Medium Low	Full safety harness and headgear protection Remote control engine cut out. Limit two bikes in use at any one time Fuel stored securely in van <i>Please note that noisy quad bikes may not be permitted at some sites due to the noise levels and/or problems with unauthorised motorbikes etc</i>	Low Low Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Pony rides	User falling off Loss of control of pony Person bitten/kicked/ trodden on by pony	User / helper User / helper / member of the public User / helper / member of the public	Medium Medium High	Use one pony at a time. Ensure head protection provided & worn. Helper/ groom to walk along side of pony to guide & ensure control at all times Ponies with good temperaments used. Use one pony at a time. Helper/groom to walk along side of pony to ensure control at all times Ponies with good temperaments used. Use one pony at a time. Helper/groom to walk along side of pony to ensure control at all times	Low Low Medium
Mini soccer / 5- a-side football	Football hitting person Sports injury	Competitors / spectators / helper Competitors	Medium High	Small pitch, soft balls, control number of players at any one time, fully supervised Fully qualified referees. First aiders on site. Similar age groups play together	Low Medium
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables Unsuitable goods	Members of the public / stall holders Members of the public	Medium Medium	Ensure tables are sturdy, prevent overloading Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc	Low Low
Children's entertainer	Molestation / abduction	Children	Medium	Children to be supervised by parents at all times. No children left on own. Ensure entertainer qualified/certificated	Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	Safety net positioned behind shy. Area fenced off. Event to be supervised at all times	Low
Ball Pond	Suffocation	Children	Medium	Trained supervisors. Ensure children not too small to use safely. Very small/shallow ball pond. Only 2 children use at a time	Low
	Dirty balls (urine/faeces etc)	Children / supervisor	Medium	Supervisors clean balls regularly/as required. Only 2 children use at a time	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee company certificated and have PLI £5m cover and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire fighting equipment in place and that ignition source issues are addressed. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician. Ensure you refer to “Fire Safety Risk Assessment – Open Air Events and Venues” to include marquee/gazebo in Fire Risk Assessment (see section above on Risk of Fire)	Low
Pets Corner	Animal bites	Members of the public – children / adults	Medium	First aiders on site. Animals supervised at all times	Low
	Stroking animals then touching mouth	Members of the public – children / adults / pregnant women	Medium	Running water & soap supplied	Low

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Fair rides	Noise pollution Burning Being hit by moving rides	Members of the public – adults / children Members of the public – adults / children Members of the public – adults / children	Low Medium Medium	Decibel to be kept to a sensible level. Must finish at designated time. Seek advice from Noise Pollution Control Generators, which must be diesel, to be situated away from public access & roped off. Fuel to be stored securely and in limited quantities. Rides to be properly supervised to deny access while moving and allow room between rides for access. Fair must supply PLI £5m cover. Event organiser must ensure all rides have current H&S certificates	Low Low Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Work with Environmental Protection Team (Noise Control) to ensure full compliance and prevent noise pollution. Provide to the PC & Events Manager the name of a nominated noise control person and their mobile telephone number;	Low
Archery	N/A	N/A	N/A	NO ARCHERY ALLOWED IN THE PARK	N/A

(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
Car Boot Sales	Collapsing tables Unsuitable goods Injuries caused by moving vehicles	Members of the public / stall holders Members of the public Members of the public – especially children / stallholders	Medium Medium Medium	Ensure tables are sturdy, prevent overloading Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc Designated signed parking areas. Mandatory 5 mph speed limit. Car parking supervised by identifiable marshals wearing high visibility jackets. Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions. All vehicles must be on site before members of the public are allowed to access the sale	Low Low Low
Bright lights, Lasers and Fireworks	Bright lights affect/distract aircraft pilots	Pilots Members of the public	Medium	Ensure that the Civil Aviation Authority's document CAP 736 "Guide for the operation of lasers, searchlights and fireworks in UK airspace" is fully complied with (document available on the CAA website)	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed)

Omar Salahuddin

Organisation: Next Gen Alternative Provision

Position: Headteacher

Signature: Omar Salahuddin

Date: 12/04/25