

Risk Assessment – Village SOS

Event date- 18 December 2010

Introduction

The Village SOS is a new event in association with the BBC and the heritage lottery fund. A number of villages sent in proposals in order to revitalise village life. GMC are responsible for the production of the Barge Inn Community Project (Honey St Music Festival). The music festival is aimed to raise the profile of the Barge Inn which is at risk of closure, resulting in a loss of a major community asset.

It is located in an established camp site adjacent to the Barge Inn which is located near to the Avon and Somerset Canal, please see site plan and Operational Plan.

The event consists of a music stage located in an appropriate temporary structure capable of holding 1500 people at a safe and comfortable capacity. The event will also consist of a bar and some food concessions

Opening Times

Saturday 1400-0100 (main stage until 0000, chill out 0000-0100)
Load in from Thursday 14th Apr Am (tbc)
Load out Sunday 17th Apr, Monday 18th Apr (tbc)
Event numbers approx 1500

This is a one day event with no camping or overnight entertainment. It is expected that the majority of visitors will be local, however due to the high profile nature of the acts it must be expected that people from further afield will attend.

This is a paid ticketed event, that will be filmed by the BBC as part of the Village SOS

This event is being managed by GMC Events who have previously undertaken a very wide array of events including Standon Calling Festival, Bristol Pride, St. Paul's Carnival as well as numerous smaller events both in the UK and abroad. Roles and Responsibilities at these events range from licensee to production to promotion to brand management. For GMC Events, the Health, Safety and Welfare of visitors, staff and anyone affected by the company's activities, is of paramount importance. The company has an extremely good record of safe and successful events.

This risk assessment has been carried out by GMC Events. Tom Solly is an experienced Event Manager and Event Safety Advisor, having worked on many large events around the country. Amongst many other things, Tom is part of the Glastonbury Festival Safety Team and runs such events as St Pauls Carnival, Bristol, the third largest carnival in the country. Tom Solly is one of the founding members of the Professional Event Safety Advisors Group.

Hazard & Effect	Risk to whom P-Public C-Contractor E-Employee	Risk Rating Low/Medium/High	Control risks by	Additional Controls (if required)	Responsibility	Residual Risk L/M/H

Accessibility

Under the Disability Discrimination Act 1995, Event Organisers are required to provide suitable and sufficient facilities for people with disabilities. The event will provide the following:

- * Bespoke disabled parking
- * Viewing Platforms
- * A suitable amount of enabled toilets
- * Stewards
- * Recharge points for people with electric wheel chairs and mobility scooters
- * The promoter will also endeavour to ensure the site is as accessible as possible to all guests.

Relevant Regulations, guidance and Codes of Practice

Certain legal requirements can be found in:

- Health & Safety At Work Act 1974
- Management of Health & Safety At Work Regs 1999
- RIDDOR 1995
- COSHH regs 2002
- Lifting Operations and Lifting Equipment Regs 1998
- Electricity at Work Regs 1989
- Provision and Use of Work Equipment Regs 1998
- Disability Discrimination Act 1995
- Working At Height Regs 2005
- Control of Noise at Work Regs 2005 (Noise Regulation)
- Personal Protective Equipment at Work Regs 1992 (02)

Civil Contingencies Act 2004

Other Guidance used:

- The Event Safety Guide
- HSE Publications: Managing Crowds Safely 1996
- Temporary Demountable Structures, Guidance on Procurement, design and use. 2007
- Home Office Publications: Dealing with Disaster 1997
- ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances
- HSG48 Reducing Error and Influencing Behaviour
- Technical Standards for Places of Entertainment
- Model National Standard Conditions for Places of Entertainment and Associated Guidance



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<p>Licensing</p> <p>1, A small event (<5000) on a Greenfield site adjacent to a pub and canal. Many hazards associated with this type of event.</p>	P, C, E	H	<p>Event risk assessed and consultation carried out with all enforcing authorities.</p> <p>GMC available for regular meetings.</p> <p>Event organised in the spirit of cooperation.</p> <p>Event Operations manual developed as key management document</p> <p>All documents distributed to relevant people.</p> <p>All local residents informed of event</p>	<p>Appropriate security cover, Bespoke TM Plan</p> <p>Appropriate command and control structure.</p> <p>Competent staff</p>	Event management team.	L
2, Prevention of crime and disorder	P, C, E	H	<p>Inform local police of the event. Participate in Safety Advisory Group meetings. Liaise closely with the police during the planning stage and event itself. Comply with the operating schedule and licensing conditions</p>	<p>Event Safety Advisor (ESA) to assist with planning and monitor site</p>	Event Management	L
3, Ensuring the safety of the public	P, C, E	H	<p>Inform the fire authorities of the event and liaise with them in ensuring fire safety provision is adequate. Cooperate with local authority health and safety, environmental health and trading standards officers. Consider public safety when conducting risk assessments and in overall planning. Appoint an Event Safety Officer (ESO). Observe good practice. Comply with the operating schedule</p>	<p>Event Safety Advisor to assist with planning and monitor site</p>	Event Management	L



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4, Prevention of public nuisance	P	M	Inform local residents and neighbours of the event as required by the Licensing Act 2003. Attempt to resolve objections in cooperation with local residents and neighbours. Consider nuisance to the public from noise; litter; additional traffic; the audience access to, and egress from the site, when planning the event. For example orientate stages away from residential premises, monitor sound levels as agreed with the licensing authority; effect a litter management plan; effect adequate facilities to ensure efficient audience and traffic access to and egress from the site. Comply with the operating schedule.	Event Safety Advisor to assist with planning and monitor site	Event Management	L
5, Protection of children from harm	P	H	Ensure that publicity indicates appropriate ages for attendance where age is an issue, including premises where alcohol is supplied or age related products may be supplied or age related entertainment is provided. Consider children and their lower perception of risk when planning the event site. Provide welfare facilities for children. Prepare methods for managing lost and found children. Comply with the operating schedule.	Event Safety Advisor to assist with planning and monitor site	Event Management	L
Alcohol and Drugs						
6, Injury arising from drunkenness, unruly behaviour or disorder as a result of supplying alcohol at the event	P, C, E	H	The event management company will provide a management plan for the supply of alcohol in line with the requirements of the Licensing Act. The event will have a personal license holder with overall responsibility for the supply of alcohol and a qualified Designated Premises Supervisor who will be on site at all times the facility is open. A suitable number of SIA registered security personnel will be on duty.	ESA to monitor	Event Management	L



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7, Injury arising from unruly behaviour or disorder as a result of drug abuse at the event	P, C, E	H	The festival has an absolute no-drugs policy. Anyone found in possession of drugs will be ejected from the site and the police informed. Anyone behaving in a threatening way and suspected of being under the influence of drugs will be dealt with by security and the police informed	ESA to monitor	Event Management	L
Theft						
8, Theft from the person, (mugging and pick pocketing)	P, C, E	M	This is a low key, 'soft' event and not likely to attract a violent criminal element. Audience are advised not to bring valuables to the festival. The site is designed to avoid unnecessary dark and remote areas. Police (if agreed with local police Commander) and SIA security personnel will be in attendance to deter and dissuade transgressors.	monitor	Event Management	L
9, Theft from event management offices, artists and facilities	C, E	M	Passes will be issued to authorised personnel. All access to production, backstage and other prohibited areas will be stewarded to prevent unauthorised access. Offices/ Dressing rooms will be secured shut when not in use. Stages and other areas with valuable equipment will be stewarded at all times. Bars and concessions will be closed up and stewarded when not trading. Security will be briefed to be alert to equipment being taken off site in unusual circumstances	Good communication channels with the Police	Event management, security and stewards	L
10, Theft from event and crew vehicles parked in production areas (not public car parks)	C, E	M	Passes will be issued to authorised personnel. All vehicle owners will be advised to lock and immobilise their vehicles and keep valuables out of site. Artist tour vehicles will be guarded.	NFA	Event mgt, Security	L
11, Theft from event and	P	M	Car parks will be patrolled and lit at night. All vehicle owners will	NFA	Event	L



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audience vehicles in public car parks			be advised to lock their vehicles and keep valuables out of site.		Mgt, Security	
Cash 12, Safety of those handling cash from bars, merchandise etc. on site	E	M	A cash management plan will be produced to ensure that all cash is safely handled, transported stored and banked by the bar managers and promoter.	Security to provide personnel during any cash transfers.	Event Management	L
Communication 13, Injury arising through lack of communications facilities at the event	PCE	H	The event management will: prepare a communications plan detailing the communication required and the equipment and facilities which will be necessary to achieve it: Including a central communications centre; a communications schedule of radio holders; a radio protocol for best practice use of radios. A communications log will be kept at the communication centre.		Event Management	L
14, Provision of health, safety and welfare information	PCE	H	The event organiser will provide suitable (under the safety signs and signal regs) signage to warn all persons on site of hazards, direct the public to facilities and to exits in the event of an evacuation. Consideration will be given to additional signage required by the hard of hearing.	ESA to monitor	Event Mgt	L

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15, Injury resulting from a lack of information available to event staff	PCE	H	Site safety rules will be prepared. A printed copy of the site safety rules will be given to all event staff.. All event staff arriving on site for the first time will attend a Health and safety briefing. A general event briefing will be given to all staff before the public are admitted to the site. Specific briefings will be given as appropriate to e.g. security, stewards, etc.	ESA to assist event management if requested. ESA to monitor site during load, build and out	Event Mgt	L
Contractors						
16, Competence of contractors working on the event in any capacity	PCE	H	Contractors' competence will be checked in advance of awarding contract. Documentary evidence will be requested and may include (as appropriate): a company health and safety policy; generic risk assessments; site specific risk assessments; method statements, safe systems of work; evidence of certification under a recognised quality assurance scheme; records of training; certificates of insurance covering employer's liability, public liability and product liability to be valid for the duration of the contract; test certificates for equipment and materials (e.g. load testing of lifting equipment, fire test certificates for tentage etc.); structural engineer's calculations; documentary evidence of plant	ESA to check paperwork if requested. ESA to monitor all contractor work while on site. Power to immediately stop any hazardous	Event Mgt, ESA	L



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Crowd			operators' qualification; membership of professional bodies; references from other clients or any other documentary evidence that will help establish competence.	operations or poor work practices		
17, Preventing disorder and managing the public queuing to enter site and controlling capacity	P	H	Capacity of site/ venues worked out before applying for license and tickets go on sale. A competent security contractor will provide a crowd management plan and adequate personnel and other resources to manage queues at entrances. Suitable barriers or other queuing facilities will be in place to maintain order and protect the public from vehicles.	ESA to monitor crowd dynamics on site	Event Mgt, ESA, Security	L
18, Egress from any area leading to crushing or pushing.	P	H	The site will be designed to remove pinch points. A competent security contractor will provide adequate personnel to monitor crowds and intervene in the event of overcrowding of a location. Suitable barriers will be provided to direct the crowd to exits. Communications will be in place to make announcements to the public.	ESA to monitor	ESA, Event Mgt, Security	L
19, Front of stage crush, sway, moshing, stage diving	P	M	Expected family type audience attracted to this event. A competent security contractor will provide adequate personnel including a pit team and support staff to monitor the crowd, assist those in difficulties and advise the event management. Suitable	ESA to monitor	Event Management, Security.	L



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20, Power failure affecting site lighting and public address systems in the event of inadequate ambient lighting or failure of principal power supplies	PCE	H	backstage medical and welfare facilities will be in place. Communications will be in place to allow the security, medics stage and event management to coordinate responses to conditions.	ESA to monitor	Event Management	L
21, Members of the public entering the site with dangerous objects.	PCE	H	A discretionary bag, clothing and vehicle search will be conducted by security personnel at the entry points. Security and stewards will monitor the public for prohibited items and deal with any which are found.	NFA	Event Management and Security	L
22, Behaviour likely to result in assault or disorder	PCE	M	Persons who are violent, abusive or appear intoxicated will be refused admission to the event. Security staff patrolling the event site and deployed at bars and other potential 'hot spots' will monitor behaviour. All security and production personnel will have access to phones and hand-held radios with which to raise the	Comms links to Police if required	Event Mgt, Security	L



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23 Public accessing hazardous work areas during build and break and during event	P	H	alarm. The site is private property in a remote location. Site will be appropriately fenced around the perimeters. Stewards will be deployed to prevent access to the site by unauthorised persons from main access points. All crews will be briefed to be alert to unauthorised persons on site. Hazard tape or physical barriers will be erected to protect people from activities in especially hazardous areas as identified by the ESA. Display warning signs.	ESA to monitor	Event Mgt, Crew, Security	L
24, Overcrowding of the festival site and its facilities. Overcrowding around the site by non ticket holders	PCE	H	This is a ticketed event with numbers stipulated by the licensing conditions. Appropriate fencing and security deployed to manage access A suitable method will be prepared and enacted for monitoring and controlling the number of people around the site such as security patrols, making sure there are no sight lines to within the festival that encourage people to hang around.	ESA to monitor	Event Mgt	L
Disability 25, Safe disabled access onto and around site for those with impaired	P	H	The site will be designed to allow access and egress for wheel chairs and provision for disabled drivers and tail-lift buses. Stewarded viewing platforms or areas will be provided, disabled	ESA to monitor	Event Manage	L



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mobility, impaired sight, hearing or communication.			toilet facilities. Consideration will be given to those with restricted sight and hearing when planning emergency information systems (i.e. PA announcements, display screen messages). Free entrance is available to companions. Guide dogs will be permitted on site.		ment	
Electricity 26, Electric shock from temporary installations including mains, generator supplies and distribution	PCE	H	All installations will conform to BS7671(2008) and BS7909 (2008) as appropriate. Installation shall be by a competent electrical contractor who has provided adequate health and safety documentation in advance. Requirements will be confirmed with the event management to ensure that the supply is adequate for the expected demand. A sign-off certificate to be completed by the contractor prior to connection by any end user. A qualified electrician will remain on site throughout the event to ensure the installation is kept in good working order, refuel generators etc. All generators and significant distribution boxes where a risk has been identified (i.e. not splitters and small junction boxes located within marquees and temporary structures) will be fencing off and "Caution - High Voltage" signs displayed.	ESA to monitor load in and collate sign offs	Event Mgt, Contractor or, ESA	L
27, Electric shock while installing sound, lighting and	C	H	Competent contractors to provide sound, lighting and other technical equipment. Risk assessments and health and safety	Event Mgt to collate	Event Mgt,	L



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other technical equipment			documentation will be provided by all companies bringing equipment onto site. All outdoor distro to be rated at IP65.	paperwork prior to event, ESA to review paperwork and monitor on site	Contractor, ESA	
28, Electric shock in wet weather	PCE	H	A competent electrician will design the site power system. Distribution equipment supplying power from a generator to the end user will be suitable for wet weather conditions (i.e. NOT domestic plugs, sockets, adaptors, extensions etc.). Electrical distribution equipment not sited in areas likely to flood. Only competent personnel to make connections. From where the end user (e.g. traders, caterers, entertainers, ride operators etc.) makes the connection all equipment will be subject to inspection to ensure that it is not exposed to inclement weather. Substandard equipment and installations will be condemned.	ESA to monitor and collect sign offs	Contractor, ESA	L
29, Electric shock from use of portable electrical equipment	PCE	H	All portable equipment used by main festival contractors (including hire companies) should have a current PAT test label attached. Portable equipment used by audience, traders, caterers will be checked for PAT testing in so far as it is reasonably practicable to	ESA to monitor	Event mgt, contractors,	L



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			do so		traders, ESA	
Major Incident/ Emergencies						
30, Major incident is declared which may affect the event directly or indirectly.	PCE	H	A Major Incident plan will be produced describing how the event organisation will assist the emergency services in the event of a MI being declared	ESA to assist in this if required	Event Management	L
31, Bomb threats and suspicious packages	PCE	H	A contingency plan will be prepared detailing the procedures for responding to a bomb threat received; searching the premises for suspect devices; reporting a suspicious package found on the site; communication with the emergency services.	ESA to assist in this if required	Event Management. ESA	L
32, Any event requiring evacuation of the site.	PCE	H	A contingency plan will be prepared detailing the procedures for evacuating the site. This will include methods for: briefing all staff and agencies; communications with event staff; preparing for an evacuation; communications with the public including the disabled; evacuation to a place of safety including the disabled; method for confirming public roads are safe before evacuation; re-uniting people (especially children); re-admission to the premises.	ESA to assist in this if required	ESA, Event Management	L



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33, Blue Light Access routes - Main routes blocked by infrastructure, dense crowds, tents, inappropriately parked vehicles etc	PCE	H	Stewards and security to monitor and prevent key access routes from being obstructed. No infrastructure to be located in blue light routes All cars removed from key areas.	Stewards briefing	Event Mgt ESA	L
34, Emergency Egress routes blocked causing panic injury or death in case of an emergency evacuation.	PCE	M	All stewards and security to ensure egress routes are kept clear of all but official pre planned infrastructure All event cables will be appropriately managed to prevent tripping during access egress. All event equipment to be stored in out of the way places All road closures(tbc) around periphery to be staffed at all times while event is on. Access pass system to be developed for when road closures installed.	TM Plan	Event staff	L
Fire						
35, Fire on site	PCE	H	A Fire risk assessment check list will be used to assess the site as a whole, and any temporary structures, accommodation or other hazardous areas. The risk assessment will cover sources of fuel and ignition, detection and alarm systems, evacuation, signage and fire fighting and will identify methods for controlling these hazards, contingency plans, and the type, quantity and location of fire safety equipment to be provided. All members of staff on site will	NFA	ESA, Event Mgt	L

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36, Fire in temporary structures	PCE	H	<p>be briefed on the established procedure for raising the alarm in the case of fire.</p> <p>All professional structures will be constructed of inherently fire retardant material and certificates provided by the supplier. "Home made" structures, barns or other non event type structures will require an independent risk assessment and everything reasonable done to ensure their flame retardancy. Highly flammable materials and potential sources of ignition will be prohibited from high risk areas. An agreed emergency procedure will be established for stewarding large enclosed structures. Smaller marquees will have a suitable level of FSE for the size. Event management will inspect structures to ensure that escape routes are established and maintained. Appropriate fire fighting equipment will be deployed in temporary structures. Suitable emergency lighting and maintained exit signs will be installed. Temporary fire points will be established on stages and in backstage areas. Stages and all enclosed structures will be designated as No Smoking Zones by mandatory signage.</p>	ESA to monitor	Event Mgt, Contractors, ESA	L
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37, Injury or death resulting from a lack of provision of fire safety equipment	PCE	H	FSE identified in the fire risk assessment will be provided. Spare FSE will be provided to replace those which may be used and to provide additional cover for new risks arising during the event (e.g. traders arriving with inadequate FSE). Traders, caterers and any other contractor presenting a fire risk will be inspected to ensure they have sufficient FSE before being allowed to operate.	Event mgt and ESA to monitor	Event Mgt, ESA	L
38, Fire or explosion from refuelling tanks on generators, power tools etc.	CE	H	Not a long event so refuelling highly unlikely to be necessary. No petrol generators will be permitted on site. Contractors must conduct risk assessments for refuelling operations. Preferably tanks will be refuelled when the site is closed to the public. Only competent and trained persons will refuel tanks, in a well ventilated place, out of public areas and away from naked flames and sources of ignition. No smoking is allowed. Gloves will be worn. A foam or powder fire extinguisher will be available. Fuel will be stored in appropriate containers and kept in a secure place when not in use. Engines will be stopped and allowed to cool down (especially silencers and exhaust pipes) before pouring fuel from cans. A pouring spout or funnel will be used. Tanks will not be overfilled. Spill kits will be available and spillages will be cleared up immediately.	ESA to monitor	Event Mgt, Traders etc, ESA	L



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39, Fire or explosion from poorly installed Liquefied Petroleum Gas (LPG) systems. Caterers, shower units etc.	PCE	H	<p>All contractors using LPG will ensure that their equipment is in good working condition, with the appropriate Gas Safe Certification which will be collected prior to the event. They will provide their own FSE including a fire blanket as appropriate. LPG will be secured from falling: stored in the open and barriered-off with No Smoking signs; or kept in a specially constructed space with adequate ventilation. Only enough LPG for one day's trading session will be stored by traders. Only trained personnel will change LPG cylinders. The LPG installation and associated provision will be checked by the event management before they are permitted to operate. All traders sent a Fire Risk assessment to complete prior to attending. These will be collated prior to the event.</p> <p>Leaking gas canisters will need to be removed in a safe manner to a well ventilated area. If leaking canister found, the area needs to be isolated, all sources of ignition immediately removed. Allocate an area of the gas store for any leaking containers</p>	ESA to monitor	Event Mgt, Contractors, ESA	L
40, Fire - Sets and drapes	PCE	H	<p>All elements of set, drapes, dressings and decorations etc. shall be constructed either of inherently flame retardant material conforming to Class 1 when tested to BS 476 Part 7, or shall be</p>	ESA to monitor	ESA, Event Manage	L



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			treated with a durable flame retardant agent to BS 5867. Materials sourced from third party suppliers shall be provided with certification from an independent laboratory indicating compliance with the above standards. If safe to do so, a flame test will be carried out by the Environmental Health Team or ESA on a small piece of removed material.		ment	
41, Accumulated waste becoming a fire hazard	PCE	H	Event management will prepare a waste management plan and method for preventing build-up of combustible materials. Contractors will be required to remove waste from site. Waste teams will be deployed to empty waste bins and remove rubbish from around the site. Litter teams will be deployed to keep site free of litter. Hidden areas e.g. under stages, seating units will be identified and monitored for litter build up. Sources of ignition (e.g. control smoking, hot works, catering activities etc.) will be identified and controlled	ESA to monitor	Event Mgt, Waste contract or	L
42, Fire-Electricity Fire caused by poorly maintained equipment or	PCE	H	All distro to be installed and signed off by the competent electrician. Cables kept away from potential damage as much as possible. MCBs and RCDs installed to cut power in case of shorting or earth leakage	ESA to monitor all electrical installations	Electrical contract or, ESA	L



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incorrectly installed electrical distribution equipment			All equipment to have PAT test certificates. Site electrician to check trader equipment prior to connection. Fire wardens and strategically placed fire points.			
43, Stages – Fire caused by dimmers, amps, lighting rig or power distro	PCE	M	All equipment supplied by competent and trusted contractors All equipment PAT tested Fire points in all backstage areas	ESA to monitor	Contractors, ESA	L
44, Fire- Injury or death caused by lack of or restricted emergency egress routes, lack of area of relative safety,	PCE	H	Appropriate number of doors installed around clear span marquee, located in positions to ensure maximum still available for use in case of localised fire (Most likely place for fire is stage or bar area) Evac time calculated using 40 people per unit per minute (1 unit = 52.5cm). All doors for public use will be 2m wide allowing a flow of between 60 and 80 people per minute per door. Marquee rated as class C building which requires an evac time of 2 mins. No individual should be more than 24 metres away from an exit. Calculation – Number of people in tent 1500 max Evac time required 2 mins Units required = no's of persons / (people per unit per min x evac time) Units required = 1500 / 40x2 Units required = 19			



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<p>Food</p> <p>45, Prevention of food poisoning to audience and crew from traders and caterers (including any crew catering facility)</p>	PCE	H	<p>Number of exits required Exits required = (units / 4) + 1 Exits required = (19/4) + 1 Exits required = 6 19 Units = 10m 6 exits at 2m per exit = 12 metres which exceeds requirements.</p> <p>Because of narrow field, stewards and security will be required to direct people around the marquee to the area of relative safety, located in the field beyond gate 3. Access to the car park will be available from this field to ensure shelter for the public. Stewards and security to assist elderly and infirm in getting to the vehicles. See evac plan in ops manual.</p>	Experienced Trader manager to manage and control this risk	Trader Manager, ESA	L
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46, Water for trader hygiene- Food poisoning due to lack of ability to maintain hygiene standards Insurance	PCE	H	purpose of inspection and enforcement. Water can be obtained from the Barge Inn (more details)	ESO to Monitor	Event Staff	L
47, Inadequate insurance cover,	PCE	H	All contractors are to provide evidence of public, employer's and product liability insurance as appropriate.		Event Management	L
Manual Handling 48, Manual handling	CE	H	Manual handling will be avoided where there is a reasonable alternative method such as a mechanical method. No member of staff will undertake any lifting or manual handling operation unless they are competent and / or qualified to do so. Manual handling will be covered in the safety briefing. Any person undertaking such operations will wear appropriate PPE (e.g. footwear, or gloves). Assistance will be made available from another competent person if an operation requires more than one person. The production or site manager should enforce this.	ESA to monitor	Staff, Event Mgt, Crew	L
Medical						

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49, Accident requiring first aid or medical attention or accident exacerbated due to the lack of medical provision	PCE	H	Event management will prepare a medical policy covering the levels of first aid and medical provision at all stages of the event. There will be a minimum of one FAW qualified person on site at all times when the site is not open to the public. Appropriate level of medical cover will be assessed and provided for event. All staff and contractors to be briefed on event emergency procedures in the event of incident or accident. Communications in place to call ambulance and other emergency service.		Event Mgt, Medical Provider	L
50, Poor disposal of clinical waste from First Aid and Medical facilities resulting in contamination	PCE	M	The medical contractor will dispose of clinical waste appropriately.		Medical Provider	L
Noise 51, Excessive noise in the workplace resulting in hearing damage	CE	H	Avoid noisy machinery and processes where possible. Reduce noise by insulation, isolation etc. Reduce time an individual is exposed to noise. Provide hearing protection.	ESA to monitor staff and guests in high noise areas and ensure protection	ESA	L



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52, Use of public address systems. Large PAs working above 85dB(A) LEQ causing permanent hearing damage.	PCE	H	Provide hearing protection for workers and visitors on and around the stage and in pit areas. Use of PPE will be monitored by event management. Pit staff to be rotated to reduce exposure times. Statutory notices will be displayed at entrances to stages. Public to be kept at a minimum distance of 3m from any speaker. "High noise level" advisory notices erected adjacent to speakers. Limit numbers of artist guest and non-essential staff in pit and stage area.	available. ESA to monitor compliance to noise at work regs	ESA, Crew	L
53, Use of public address systems	P	Nuisance	Monitor levels to comply with local authority limits. Enact curfews as agreed with licensing authority	ESA to liaise with enforcing authorities	ESA, Sound crew	L
Rigging/ Working at Height						
54, Injury or death from poorly installed flown and suspended equipment	PCE	H	Competent contractors will be used. Risk assessments will be conducted for all flown or suspended equipment. All flown or suspended equipment will be installed in compliance with LOLER and PUWER legislation.	ESA to monitor	Riggers, ESA	L
Sanitation						

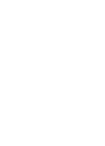
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55, Inadequate toilet provision resulting in overflows, contamination large queues	PCE	M	In addition to any fixed sanitary facilities, additional temporary units will be sourced from a reputable contractor with provision based on the guidance in the ESG.		Event Management	L
56, Biological hazards from inadequate management of toilets- Dysentery, sickness	PCE	H	Toilets will be serviced throughout the event. Ongoing monitoring of condition of toilets to be carried out by the toilet contractor who will be on site at all time to maintain toilets in good working order.	Event Mgt to monitor	Toilet contractor, event management	L
Site						
57, Injury to public from work on site	P	H	Event management will take all reasonable steps to prevent the public accessing the site. And will provide suitable protection (barriers, stewarding, signage etc.) to protect the public from particularly hazardous areas or operations. Contractors will provide risk assessments for the work they will be doing on site including provision for protecting the public who may be affected by their activities. Public not permitted to enter farm from the Wednesday prior to the event.	ESA to monitor	Event Management, ESA	L
58, Open water, site	P, C, E	H	The canal will be isolated from the event site by a line of heras			



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<p>adjacent to Canal. Risk of drowning etc.</p> <p>Ditches around site may be full of water and present a hazard particularly to small children</p>			<p>fencing. The canal is not part of the site and is required to remain open for access.</p> <p>Any work carried out by the canal ie festoon, fencing etc will require a dynamic RA and an agreed safe method of work prior to any work starting.</p> <p>Any ditches will be fenced off using ped barrier.</p>			
<p>Slips, Trips and Falls</p> <p>59, Slips, trips and falls due to event work on site</p>	PCE	H	<p>Site will be designed to minimise trip, slip and fall hazards and be adequately lit. Equipment and materials will be stored and used to avoid hazards. Waste materials will be disposed of in skips, bins etc. or taken off site. All cables to be routed so that they do not present any trip or obstruction hazard. Ramping to be used where cables cross roads and paths. Flown cables to be strung from catenary wire at suitable height and signed. Tent guys will be marked and pegs adjacent to door ways, corners and other pedestrian routes will be padded. Event management will monitor the site for new hazards and provide remedies. Signs will be erected at places where slips and trip hazards are impossible to</p>	<p>ESA to monitor and patrol</p>	<p>ESA, Event Mgt</p>	L



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60, Slips, trips and falls due to event work on stages.	CE	H	<p>isolate.</p> <p>All persons will be competent and briefed about the stage environment. Stage managers will monitor on-stage housekeeping. Edge protection and hand rails will be installed. Front of stage, treads and routes around the stage etc. will be white lined. Cables will be laid to minimise trip hazards. All empty flight cases will be stored in a safe manner to avoid obstructions.</p> <p>All non stage staff or artist must not be allowed on the stage during show time (press, artist friends etc)</p>	ESA to monitor	Stage Crew	L
Temporary Demountable Structures	PCE	H	Structures will be supplied and erected by a competent contractor. Sites have been inspected to ensure that they are suitable for the structures to be built on them. The loads to be hung on them have been assessed by a competent person and communicated to the contractor who has confirmed that they are within the capacity of the structure. Full technical details of the structure, including loadings and maximum operational wind speeds have been supplied by the contractor. The structure will not be available for use, including installation of technical equipment until the	Event Management to ensure appropriate contractors are selected. ESA to monitor site work	Event Management, ESA	L



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Vehicles			contractor has provided a certificate of completion of the structure. A competent member of the contractors staff will remain on site to oversee the structure and to carry out daily inspections, any maintenance required, monitor wind and undertake any specific action required by bad weather.			
62, Pedestrian struck by vehicle - includes event production vehicles.	PCE	H	Qualified and insured drivers using road-legal vehicles and well maintained plant from a reputable supplier. Vehicles only allowed to operate with permission. Vehicle numbers on site kept to a minimum. Only essential vehicles allowed to move on site while public are admitted. Site speed limit in place and enforced. Banksman used for reversing operations or where driver visibility is impaired.(Any essential vehicle movements during showtime need to approved by event control to ensure banksmen available) Beacons used where fitted. Staff to wear high visibility clothing when working near vehicles or when vehicles are moving on site. Hazard lights are NOT to be used as a rule.	ESA to monitor site	Event Mgt, Security, ESA	L
63, Injury sustained while loading / unloading vehicles	PCE	H	All loads to be properly secured while in transit and checked by driver before loosening straps, or opening curtain sides. Public to be kept away from loading and unloading operations. Driver to	ESA to monitor	Crew, Drivers, ESA	L



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64, Injury from misuse of vehicles and plant on site	PCE	H	<p>open truck, unstrapping loads, supervise loading and unloading. Trained crew should be used for loading and unloading or suitable supervision of casual crews. Appropriate PPE (high visibility clothing and steel toe caps) will be provided and used and its use monitored if untrained staff are working.</p> <p>All plant hired from a reputable and professional organisation and fully serviced and maintained prior to hire. All plant will be delivered with a copy of the operators instructions. Only competent and qualified operators to use plant. Plant operators certificates to be available for inspection. Site safety rules regarding use of plant and vehicles to be distributed and obeyed. Clearly defined and well signed exclusion zones to be established as necessary. No passengers to be carried on any plant unless there is a seat designed for the purpose. However staff are allowed on trailers as long as they are sat down, holding on and legs are not dangling.</p>	ESA to monitor	Crew, Event Mgt, ESA	L
65, Stall holders, exhibitors and caterers ('traders') use of vehicles on site. Injury or death	PCE	H	<p>Trader's vehicle policy to be developed. Access to be limited to pass-holders only. Adequate stewarding to separate vehicles and pedestrians. Speed limits to be in place and enforced. Curfew for vehicle movement while public are on site (remove to off site</p>	Trader Manager to monitor	Trader Manager and ESA	L



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66, Artist's vehicular access to stage areas while event is open to the public	PCE	H	parking, to parking area or cease moving). Similar process in reverse for end of trading. Plan to provide access to stages involving travel through public areas to include provision for: Access supervisor to advise stage manager of arrival and confirm right of entry. Stewards to accompany vehicle at walking pace to stage. Priority to public and pedestrians at all times. Steward to oversee car parking in safe area. Reverse for artists leaving while public are on site.	Artist manager to monitor	ESA and Artist manager	L
67, Traffic backing up and causing problems on surrounding roads, congestion, nuisance to neighbours, extra workload for Police, obstruction of emerge Access to parking field on main road with humped back bridge obscuring sight of potential queue of parking vehicles	P	H	Warning signs to be erected either side of the entrance warning vehicles of potential queue (at appropriate distance to allow slowing down in good time. Stewards in high visibility waist coats to monitor and manage queuing and parking to ensure quick entrance.4WD drive vehicles and/or farm machinery on standby to tow stuck vehicles during entrance and exit to parking field. Exit managed to reduce risk of tail backs.	EvMan	ESO	L



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68. Visitor vehicle and pedestrian conflict resulting in injury or death on a dark night	P, C, E	H	<p>No visitor vehicles except disabled drivers and residents will be allowed access down lane to the Barge Inn. This will be kept clear for production and emergency access.</p> <p>All drivers attending the event will walk from car park to stage area via paths across the fields avoiding the lane. These paths will be lit by festoon lighting and pedi mat will be used in areas of boggy ground etc.</p> <p>Walk in visitors will be allowed access via the lane which will be lit to ensure good visibility if required</p> <p>A managed drop off point will be arranged at the top of the lane adjacent to the timber yard</p>			
Working at Height						
69, Work at height – generally	PCE	H	Work at height to be avoided where possible. Competent contractors to provide WAH risk assessments and methods statements. Suitable means of access to be used. Ladders only to be used for light, short duration work following a risk assessment.	ESA to Monitor site	Crew, ESA, Event	L



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70, Falls from temporary structures (stages, towers, viewing platforms etc.)	PCE	H	Work positioning harness to be worn for all work from mobile platforms (scissor lifts, cherry pickers, forklift man-cages etc.) or near poorly protected edges (except stages).	ESA to monitor	Crew, ESA	L
71, Falls from vehicles	CE	H	Temporary structures to be constructed by competent persons to a design specified by the manufacturer and signed off by a competent person as being fit for purpose. Scaffolding to include toe boards, safety rails and secured means of access e.g. ladders and stairways. Structures to be secured from unauthorised access.	ESA to monitor	Crew, ESA	L
72, Falls from ladders	CE	H	Driver to supervise all operations especially load release, operations involving climbing on loads, working from a flatbed or tail lift, operation of truck mounted crane and tail lifts.	ESA to monitor and binned if broken.	Crew, ESA	L
73, Falls while rigging and other work at height e.g. in stage roofs, on towers, from	CE	H	Event staff to be trained in the safe use of ladders. Ladders to be in good condition and securely positioned when in use. Ladders to be used for access or light work of short duration only. Significant loads will not be carried on ladders. Damaged ladders will be removed and destroyed by the ESA	ESA to monitor	ESA, Crew	L



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cherry pickers, on roof tops etc.			<p>Anyone working where there is a risk of falling will be required to wear a suitable harness (checked for good condition) and lanyard which will be clipped off to an appropriate point. This includes working from a mobile elevated work platform or cherry picker. All work at height will be undertaken to ensure there are no conflicts with other work below or which may in any other way jeopardise the health and safety of those on site. The majority of the stage rigging to be carried out while no other activity is programmed on that part of the stage. All riggers are trained and competent and will have any tools tied off on safety lanyards. All pockets will be emptied before climbing into the roof. All crew working under riggers will wear hard hats and will be made aware of the risks that are present. Where risk assessment indicates it necessary, an exclusion zone will set-up and maintained under working riggers.</p>			
<p>Weather 74, Collapse of temp structures</p>	PCE	M	<p>All temporary structures will be provided by competent contractors who will provide certification of safe wind speeds and methods for dealing with winds exceeding those limits. An assessment of the effects of the weather will be made on a daily basis by the Event Manager and ESA. If the weather is likely to adversely affect safety on site, the areas affected will be cleared of</p>	<p>ESA to monitor weather using internet and local temp weather</p>	Event Mgt, Contractor, ESA	L



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			<p>all persons while remedial action is taken by competent contractors. Such areas will not be re-opened to the public until the contractor has given approval in writing to the Production Manager</p> <p>A temporary weather station will be erected in an appropriate position to monitor wind speeds (not sheltered and close to at risk structures</p>	station		
75, Persons exposed to extreme cold or wet weather	PCE	M	<p>All persons to be advised to bring appropriate clothing for protection from extreme weather. A heated area will be provided for crew and staff to take rests and warm up.</p>		Event Management, Medical, ESA	L
76, Snow- Affecting roads, parking and access to event. Resulting in RTA,s and slips trips and falls	PCE	L	<p>Unlikely to get snowfall but certainly possible. Close monitoring of weather forecast in run up to event.</p> <p>If snow likely then a stash of grit or salt should be ordered in that can then be distributed in key areas.</p> <p>Local farm vehicles available for tows.</p>			



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Welfare						
77, Lost and found children	P	H	Prepare a method for dealing with lost and found children. Qualified child care personnel on site. Child care facility on. Method for searching for lost children both on and off site in place. All staff briefed in advance. Method for confirming identity of person claiming lost children.	Event Management	ESO	L
78, Water supplies for drinking,	PCE	M	Adequate supplies of drinking water available free of charge to employees. Water supplies available for the public. Free water and means of distribution to the audience (paper cups, plastic bottles etc.)	Event Management	ESO	L
79, Excessive Hours for Staff- Fatigue causing accidents and poor decision making	E	H	Appropriate number of staff to allow for breaks Food supplied to all staff employed by GMC Events All contractors responsible for own staff	Event Management Team to use radios to ensure people are taking breaks	Event Mgt, ESA	L
Young People						
80, Working with young persons	C	H	All young children to be chaperoned by an appropriate number of adults subject to police / local authority check. Suitable dressing rooms and facilities for young people will be provided by the event	Event Management	ESO	L



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81, Young People (Under 16) -Employment. Injury caused be children working on event team	Young people	M	management. Dressing Room arrangements will be inspected to ensure appropriate separation of age and sex. Gate staff will be briefed to ensure that no young persons leave the site unaccompanied.	NFA	Event staff and contractors	L
82, Young people being exposed to material of an adult nature	Young People	M	All acts to be reminded that it is a family audience at least to the watershed time of 2100 Stage managers to run stage with this in mind		Artists, stage managers	L
83, Lost children Found by event staff	Young people	H	Designated lost kids area staffed by CRB checked staff. Full lost kids procedure to be developed. No staff to be left on own with lost children All lost children to be logged by event control. Robust communication between all parties required A written and agreed procedure to be developed for this event	NFA	Event staff	L
84, Lost children Parents in forming event staff	Young people	M		NFA	Event staff	L
85, Children – Exposure to	Young	M	No alcohol to be supplied to children by official traders and bar	NFA	Bar and	L



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alcohol	people		A challenge 25 policy will be enforced		event staff	
Additional Hazards						
86, BBC – Unknown quantity at present – Large vehicles, outdoor filming units, specialist requirements for filming, conflicts between event production and BBC production	C,E	M	Close liaison between GMC Events and the BBC required at an early stage. Operation plan and safety paperwork required from the BBC to ensure event production factors in all the BBC requirements. Site meeting with the BBC needed	Maintain good contacts with the BBC at all times		

