



**NFU Mutual**

Risk Management Services Limited

## HEALTH AND SAFETY SUPPORT SERVICE



### ROAD CLOSURE RISK ASSESSMENT

Project / Event	The Marlborough Jazz Festival
Location	Marlborough Town Centre
Client	Marlborough Arts Association / Marlborough Jazz Festival
Contact	Robin Pritchard, Chairman Marlborough Jazz Festival
Additional Contact / s	Susie Fisher
Date of visit	8 <sup>th</sup> January 2016
Date of event	15 <sup>th</sup> – 17 <sup>th</sup> July 2016
Risk Assessment prepared by	Trond Sverre HNDipMechEng DipNEBOSH CMIOSH OSHCR Health and Safety Consultant NFU Mutual Risk Management Services Limited

Revisions / Amendments / Key Additions	
Details	Distributed (+ Date)
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Introduction	
Purpose of this risk assessment	<ol style="list-style-type: none"> <li>1) To analyse the effect on the safety of pedestrians (member of public) of closing a road or roads during the 3 day event.</li> <li>2) Provide suitable documentation to make an application to the Council for road closure if required.</li> <li>3) Explain the options considered and the conclusions.</li> </ol>
Scope of the assessment	<ol style="list-style-type: none"> <li>1) This assessment considers 4 options ranging from no road closures to the closure of the town centre roads (High Street; New Road, parts of Kingsbury Street and Upper Parade). Closing only one carriageway has not been assessed as it was not chosen to be one of the principle possible options.</li> <li>2) This assessment considers the event to be town centre venues (existing and pop-up) some with marques and a large marquee (500 person) in Priory Gardens.</li> <li>3) The Risk Assessment considers the risk of foreseeable and significant hazard. For the purpose of this assessment the risk of serious injury and fatality is considered.</li> <li>4) The risk assessment considers pedestrians including general traffic as well as festival-goers. Cyclists are considered within the label of pedestrians.</li> </ol> <p>In the event of new information, for example, accident history; it may be necessary to review the location of the Festival and reconsider the Festival aims using existing venues with an out of town venue if such a venue would provide a high level of safety.</p>

## Event description

The Marlborough Jazz Festival takes place in Marlborough Town Centre and uses existing pubs and clubs for its venues, some pop-up venues and a large marquee in Priory Gardens. Several venues install marquees on their property others use existing spaces at their premises. Capacities in the majority of venues range from 40 people to 200 people.

In addition to the pubs and clubs a large marquee installed by Marlborough Jazz Festival in Priory Gardens. This is the largest venue with a capacity of 500 people.

<p>Number of people (public) attending the event</p>	<p>Venue capacity, comprising of circa 20 separate venues: It is estimated that there is capacity at the venues for 2500 persons. Over the 3 day Festival (Friday night, Saturday and Sunday) it is estimated that c10, 000 people will attend.</p>
<p>Anticipated areas of high crowd density</p>	<p>The area around The Parade and the Town Hall has a cluster of venues and is likely to attract a significant percentage of those attending the Festival. Many of the Festival-goers will be inside a venue but crowds are anticipated on the pavements and roadways as festival goers move between venues.</p>
<p>Possibility of event crowds spilling onto the highway</p>	<p>There is a risk that festival-goers could spill onto the highway near events who premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway.</p>
<p>History of accidents and incidents to the public during the festival involving pedestrians and vehicles (a) on the highway, (b) on other vehicle routes</p>	<p>During previous festivals there has been no record of any accident and incident related to vehicle collision with pedestrians on (a) the highway nor on (b) other vehicle routes.<sup>1</sup></p>

<sup>1</sup> Previous festivals have involved the closure of a stretch of highway (New Road; Kingsbury – part; High Street – part; The Parade - part)

## Information For Application For Road Closure

<p>The Festival Health and Safety aims and objectives with respect to traffic and highways</p>	<p>Aims and objectives include:</p> <ol style="list-style-type: none"> <li>(1) A successful town centre Festival with local business providing the venues</li> <li>(2) Keeping roads open unless there is an important reason to close or partially close.</li> <li>(3) Collaboration with the town businesses (both venues and those which are not venues) to ensure that the event benefits the town as well as its businesses either directly or indirectly.</li> </ol>	
<p>Sufficient time to plan the event and ensure suitable organisation and arrangements</p>	<p>Current date / month: January 2016</p>	<p>Event date: 15<sup>th</sup> July 2016</p>
	<p>Time available: 5 months</p>	
<p>Traffic Management Plan</p>	<p>The MJF Committee will ensure that a Traffic Management plan completed.</p>	
<p>Wardens and security</p>	<p>Wardens and security will be employed to control all road closure points and these persons will be trained in emergency measures including permitting emergency vehicle access.</p>	
<p>Litter management</p>	<p>The Festival will organise collection / removal of litter from the the highway before reopening.</p>	
<p>Disabled access / parking</p>	<p>Disabled access and parking will be organised.</p>	
<p>Consultation with persons affected by road closure and the handling of complaints and disputes.</p>	<ol style="list-style-type: none"> <li>(1) The event committee will produce a letter of notification for town businesses whose premises front the areas affected by a road closure. Including premises with frontages directly on the road as well as others who may be affected such as taxi firms, etc..</li> <li>(2) The event committee will produce a letter of notification for residents whose premises front the areas affected by a road closure.</li> </ol> <p>The consultation process will consider and include as necessary Data Protection Act 1998 considerations.</p> <p>The Festival Committee will address each objection.</p>	

<b>Option A</b>	<b>Road closure a to e including c to d (refer to plans)</b>
Risk Assessment conclusions	This option is for the town centre roads to be closed and therefore the risk rating is: <b>Green</b> - See Risk Assessment document
Viability	<b>The inconvenience of this option means an alternative must be chosen.</b> It would only be appropriate to consider if the effects to interested parties could be resolved and only be appropriate to consider if the risk of accident was considered high and unacceptable.
Effects	This closure would remove moving vehicles from town centre eliminating accident and incidents. The disruption to general traffic, businesses and residents would be significant. Consultation would need to be organised. The disruption to public transport would be significant. The disruption to emergency vehicles would be significant.
Acceptable diversions	Major disruption which would result in all through traffic traveling along Pewsey Road and George Lane.

<b>Option B</b>	<b>Road closure High Street only (refer to plans)</b>
Risk Assessment conclusions	This option is for the town centre roads to be open (including New Road) and only the High Street closed. The risk rating: <b>includes red</b> related to the New Road area - See Risk Assessment document
Viability	<b>The inconvenience of this option combined with the red risk rating means an alternative must be chosen.</b> It would only be appropriate to consider if <ul style="list-style-type: none"> <li>• the red risk ratings could be improved and</li> <li>• if the effects to interested parties could be resolved and</li> <li>• would only be appropriate to consider if the risk of accident was considered high and unacceptable.</li> </ul>
Effects	This closure would remove moving vehicles from the High Street eliminating accident and incidents in this stretch of highway which was observed to be a lower risk than other roads. The disruption to general traffic, businesses and residents would be significant. Consultation would need to be organised. The disruption to public transport would be significant. The disruption to emergency vehicles would be significant.
Acceptable diversions	Major disruption which would result in the majority of through traffic traveling along Pewsey Road and George Lane.

<b>Option C</b>	<b>Road closure New Road, Kingsbury Street (part) and The Parade (part)</b> (refer to plans)
Risk Assessment conclusions	This option is for the town centre roads to be open (including the High Street) and only New Road, the lower part of Kingsbury Street and the upper part of the Parade to be closed. The risk rating:  <b>has no red and is all green.</b>  For example, the traffic on the High Street was observed to be travelling carefully and considerately and the higher risk road, New Road, the lower part of Kingsbury Street and the upper part of The Parade, would be traffic free. See Risk Assessment document
Viability	<b>This option provides the best risk analysis results of the options considered.</b>  Interested parties should be consulted, those persons (businesses / residents) on the highway which would be closed.
Effects	This closure would remove moving vehicles from New Road eliminating accident and incidents in this stretch of the highway which was observed to be a higher risk area than the other roads. This closure also removes moving vehicles from the lower part of Kingsbury Street eliminating accident and incidents in this stretch of the highway which was observed to have an elevated risk compared with High Street. This closure also removes moving vehicles on the upper part of the Parade which will be a pedestrian congested area and therefore an elevated accident risk if moving vehicles are present.  There would be some disruption for the general town traffic, businesses and residents, public transport and for the emergency vehicles but not believed to be to an unmanageable extent. Consultation would need to be organised and actions taken to address any concerns.
Acceptable diversions	Some through traffic would travel along Pewsey Road and George Lane. Some would bypass New Road on adjacent surrounding roads.

<b>Option D</b>	<b>No road closure</b> (refer to plans)
Risk Assessment conclusions	This option is for no roads to be closed.  The risk rating <b>has red</b> related to the New Road area. See Risk Assessment document
Viability	<b>The red risk rating means an alternative must be chosen.</b> It would only be appropriate to consider if <ul style="list-style-type: none"> <li>• the red risk ratings could be improved</li> </ul>
Effects	This option is for no roads to be closed.
Acceptable diversions	This option is for no roads to be closed.

<b>Discussion and Conclusions</b>	A clean sheet approach has been taken and the main options assessed. Based on the information received and observations made the Option C would be the only option without a high risk of accident likelihood.  Refer to the photographs and plans for event information including the
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	<p>location of venues.</p> <p>The conclusions must be re-assessed in the light of any changes to the assumptions and observations. The assumptions and findings must be checked by The MJF Committee.</p> <p>When the traffic management plan has been completed indicating traffic flow and positioning of barriers, signs, etc., then MJF Committee will ensure that a detailed risk assessment is completed.</p>
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## Appendices

1	Marlborough Jazz Festival Photographs, Plans and Drawings ver1
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# Marlborough Jazz Festival Photographs, Plans and Drawings

**The following plans capture details of the options for traffic management in the town centre during the festival days**

These plans have been produced to be used in conjunction with the accompanying **Risk Assessment** document.

This document has been produced for the Marlborough Jazz Festival

## Photographs showing the High Street



- The High Street was observed to have slow moving traffic with many drivers stopping to allow pedestrians to cross.
- The High Street has a centre parking arrangement allowing pedestrians to cross a single lane of traffic to the safety of the centre. There is also parking on the sides of the roads. Cars were observed manoeuvring with care and at low speeds.

## Photographs showing New Road



- New Road was observed to have traffic moving at a far higher speed than traffic moving on the High Street. Drivers on New Road were obviously braking for pedestrians on the crossing but at other points were traveling at or close to the speed limit.
- New Road has a pedestrian pavement on one side and no pedestrian pavement on the other.

## Photographs showing New Road



- There is no pavement for properties on the south-side of New Road.
- The Piano bar garden has gates onto New Road. It has been one of the Jazz Festival venues and the garden has been used during the event with attendees exiting onto New Road.
- If New Road is not to be closed to traffic, discussions with the Piano Bar must be undertaken to discuss closing the garden access for safety reasons. Emergency escape plans will need to be reviewed.

## Photographs showing Kingsbury Street and The Parade



- Traffic speed on Kingsbury Street is higher than High Street; lower than New Road. The road is narrow and has a sharp bend which slows traffic but affects safe crossing. Kingsbury Street is not suitable for use by HGV.
- The top of The Parade joins with New Road



## Key issues to be incorporated in the assessment of risk

- Traffic speeds (observed)

**Slower**

**Faster**



**High Street**

**Kingsbury Street**

**New Road**

- Crossing the road safely (based on observation and judgment; all classes of person)

**Safer**

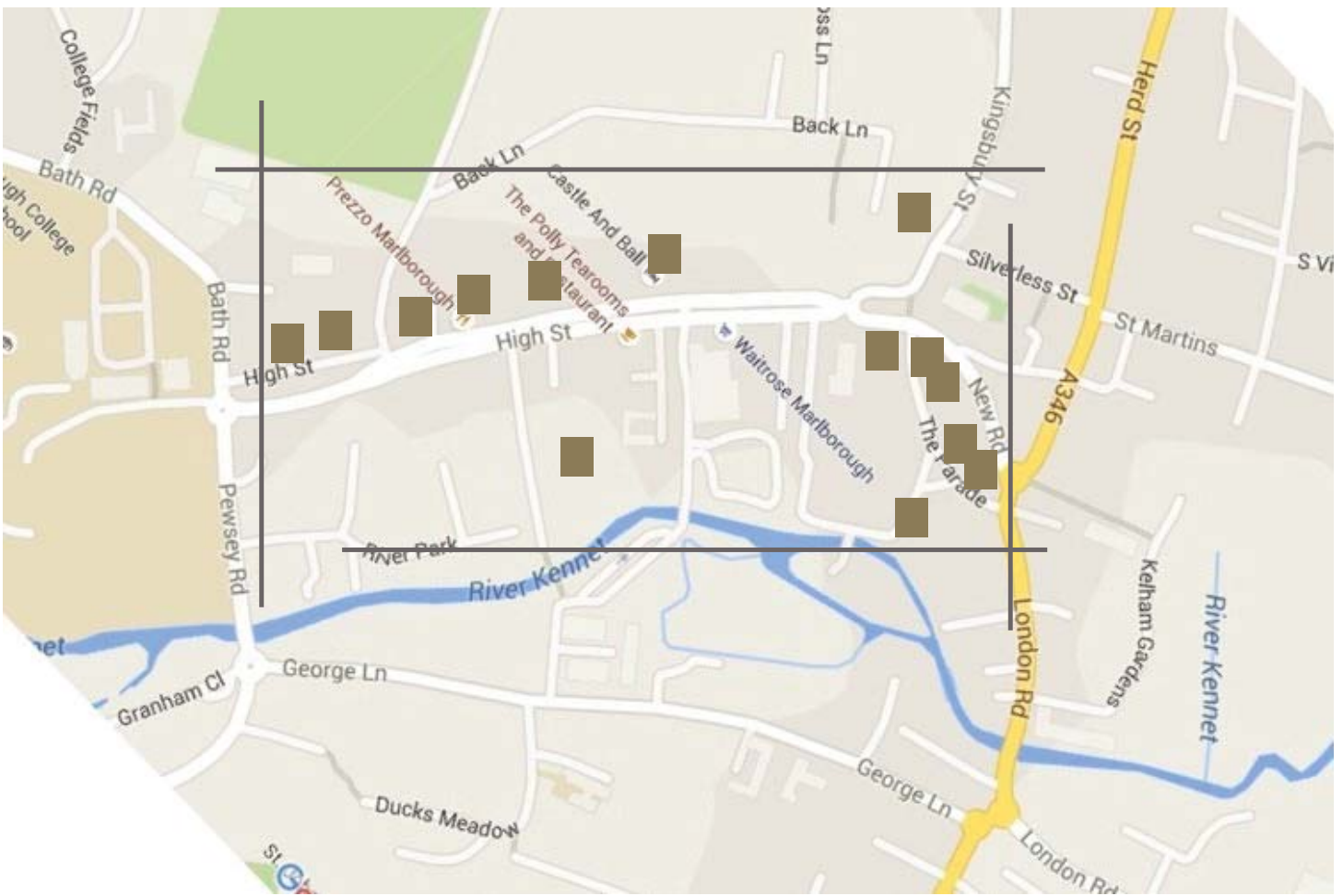
**More hazardous**



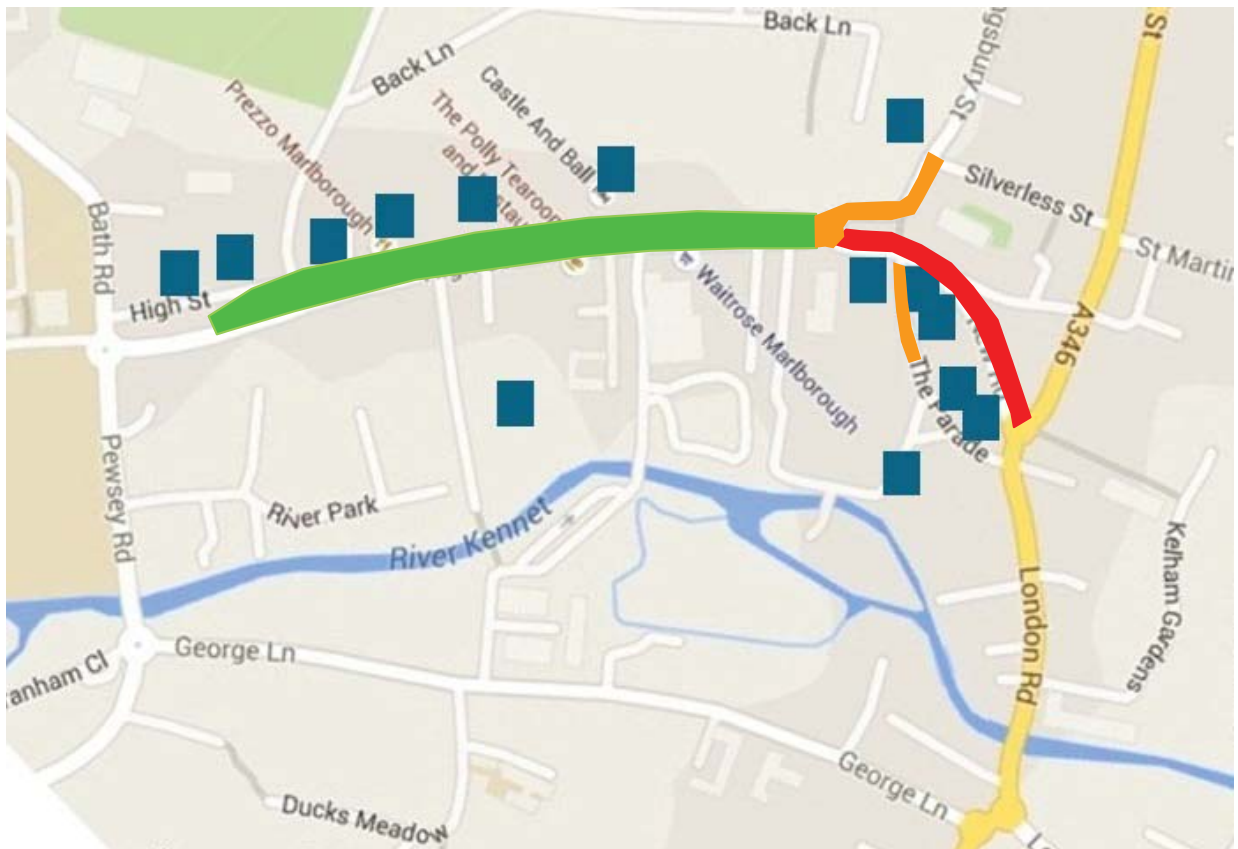
**High Street**

**Kingsbury Street**

**New Road**



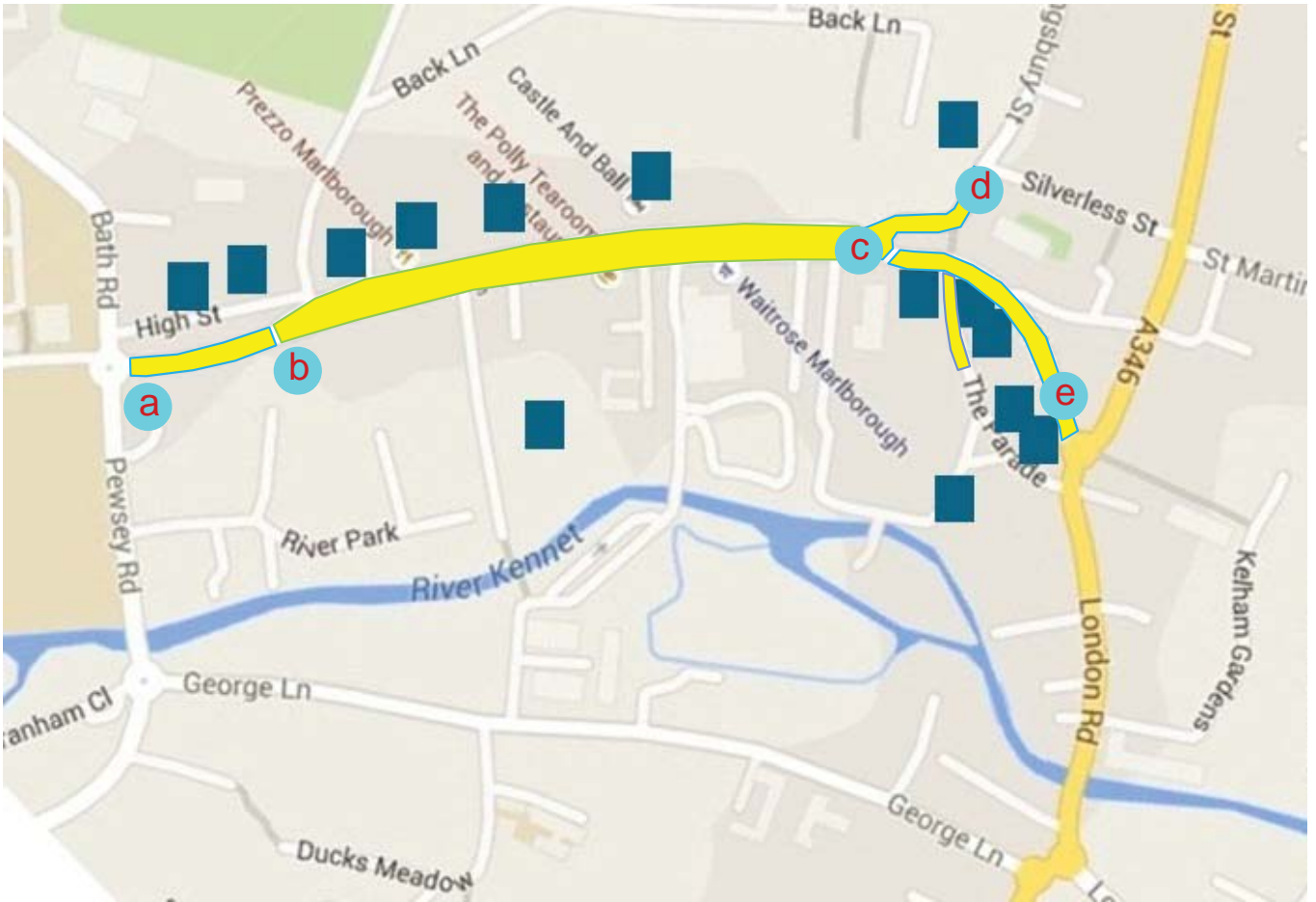
A. Town Centre map indicating the extent of the venues across the town centre



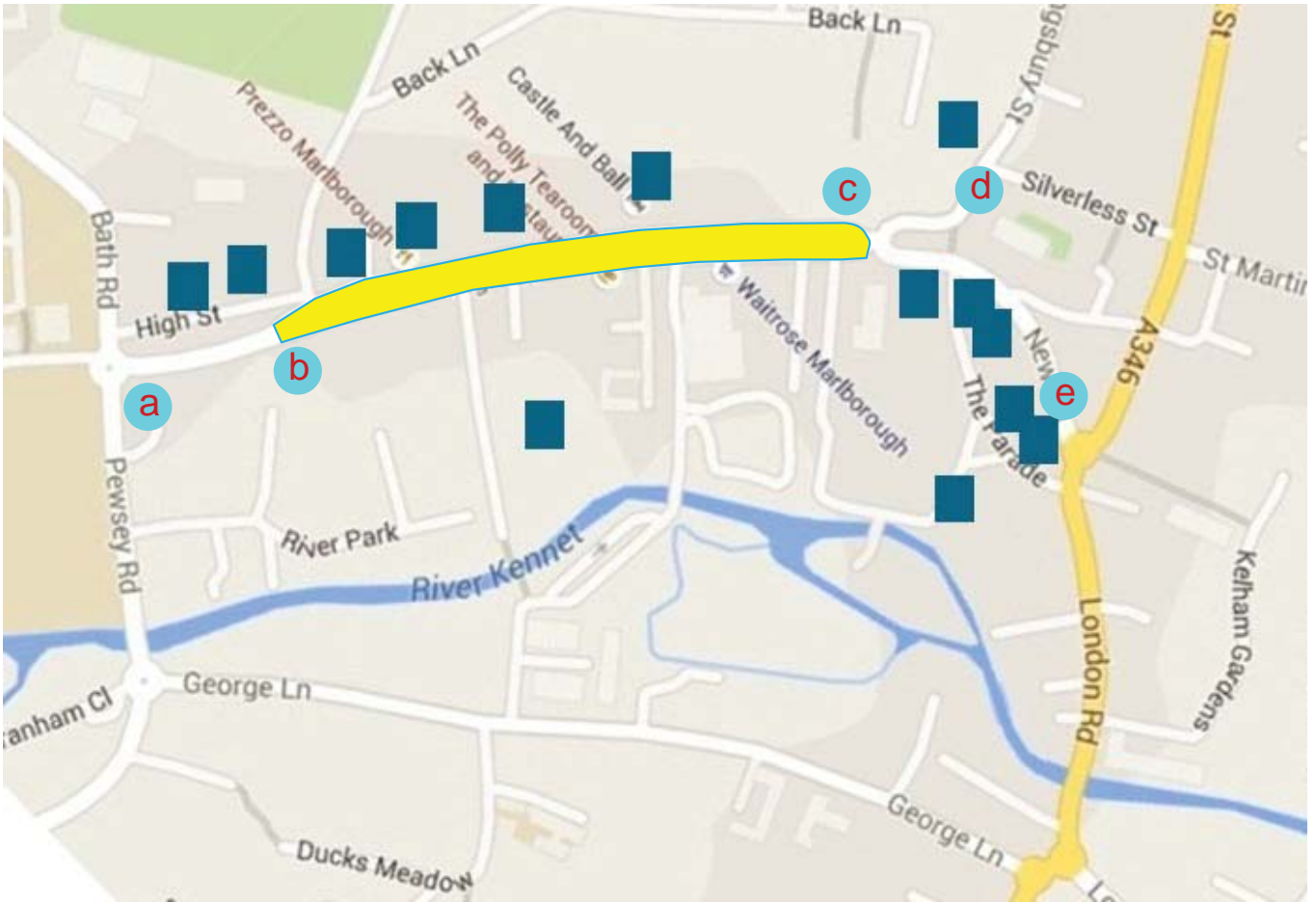
**B. Map indicating observed traffic speeds.**

- Marked Green: The High Street was observed to have slow moving traffic which frequently stops to allow pedestrians to cross.
- Marked Red: New Road for a variety of reasons has much faster traffic speeds and it is dangerous to cross including on the zebra crossing.

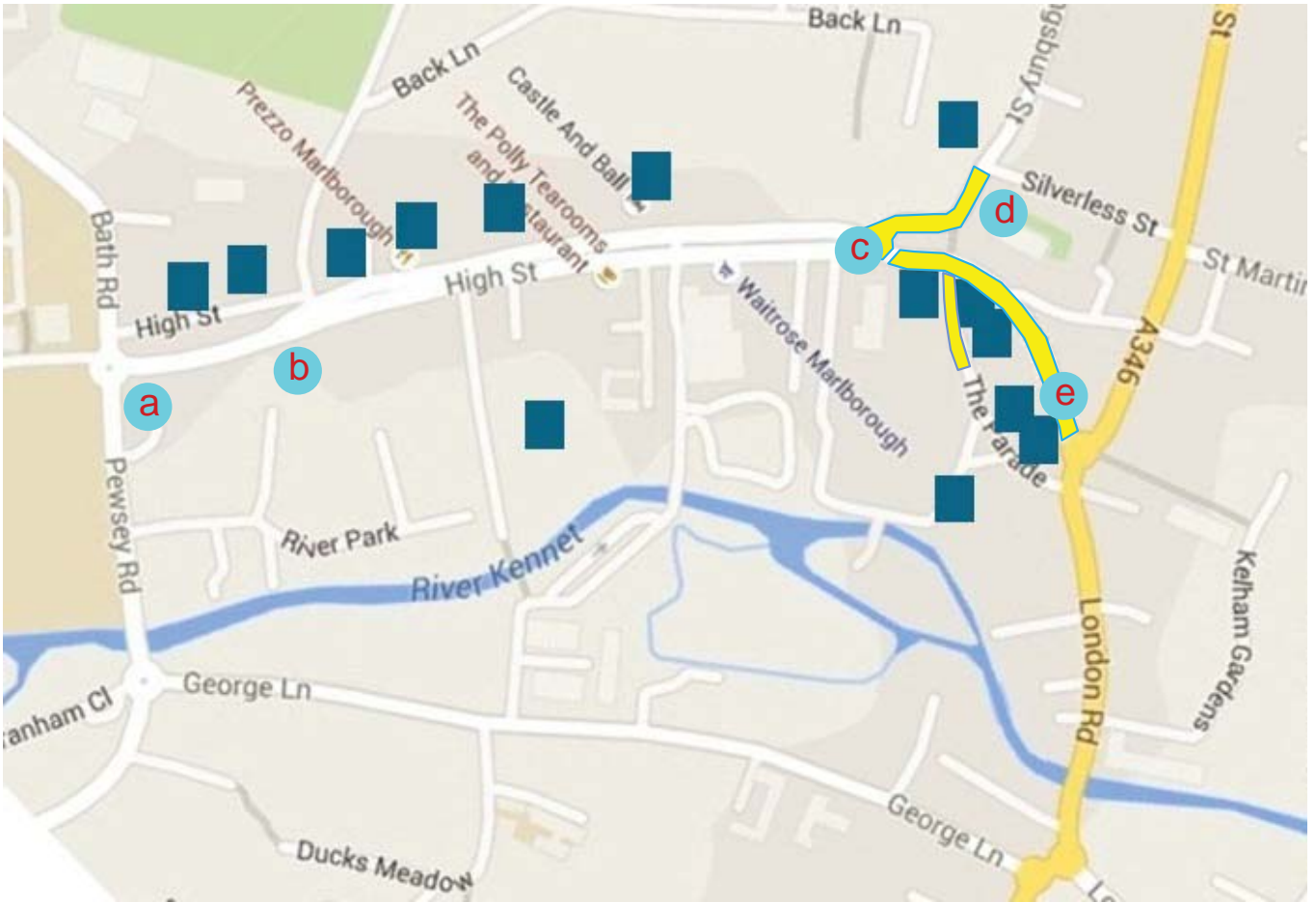




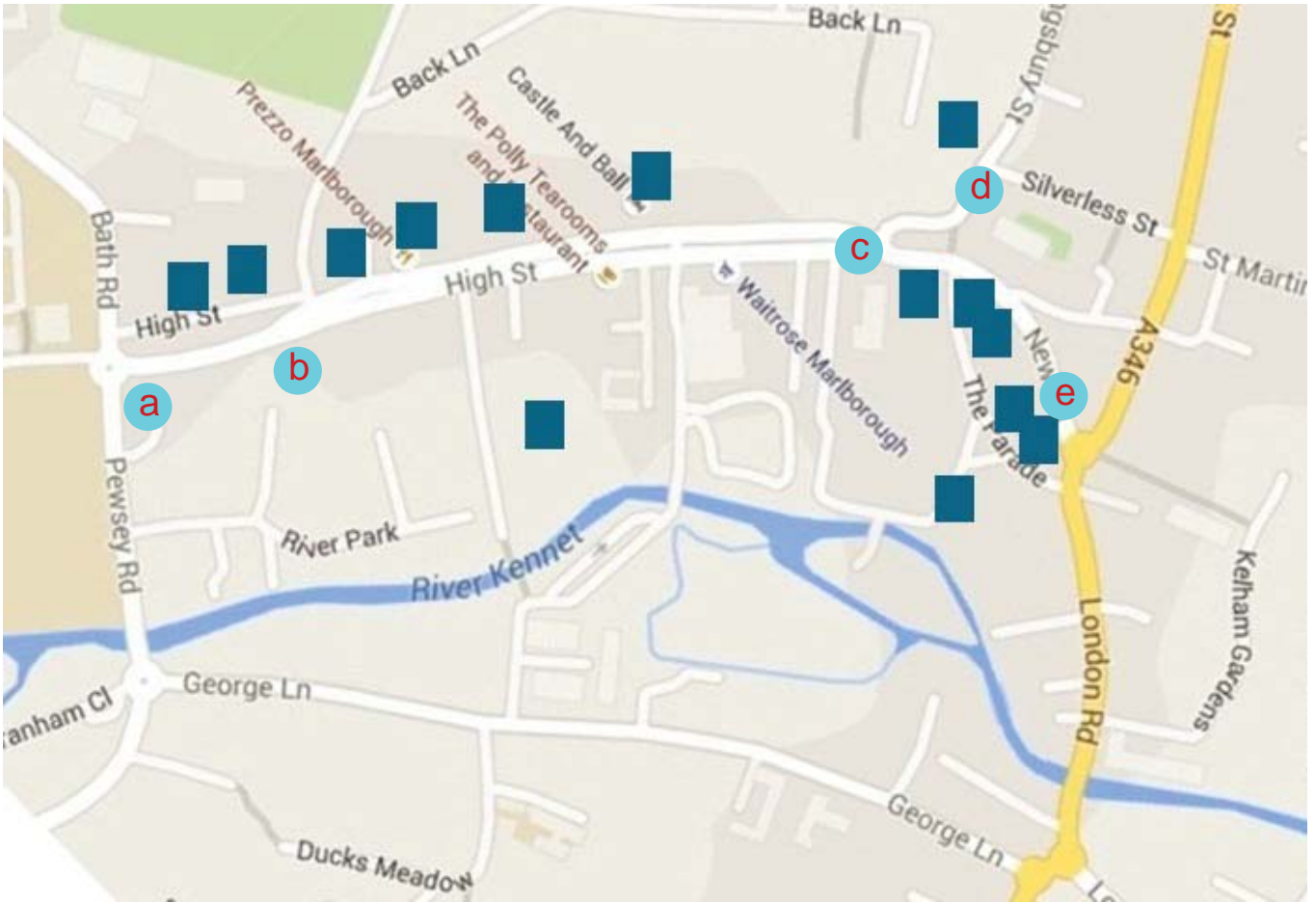
Option A: Road Closure: a to e including c to d and the upper part of The Parade



Option B: Road Closure: b to c only



Option C: Road Closure: c to e, c to d and the upper part of The Parade



Option D: No Road Closure

## Marlborough Jazz Festival – Traffic Risk-Assessment



*Risk Assessment for:* **The Marlborough Jazz Festival**

*Event /-Location:* **Jazz Festival, Town Centre, Marlborough Wiltshire**

*Date Assessment undertaken:* **8<sup>th</sup> January 2015**

*Assessment Created by:* **Trond Sverre NFUMutual Risk Management**

**Services Health and Safety Consultant**

Information provided by: **Robin Pritchard, Chairman Marlborough Jazz Festival**

Next review of this assessment:

**The scheduled annual review will be in January 2017, or the risk assessment will be reviewed sooner in the following circumstances:**

- following an accident or incident
- there is reason to suspect the assessment is no longer valid, for example, the results of monitoring shows it to be necessary;
- there has been a significant change;
- in light of new information

## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>

### Option A

Vehicle collision with a pedestrian on The High Street, Kingsbury Street, New Road and The Parade.	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	No vehicles	Ensure suitable arrangement for emergency vehicles			
Vehicle collision with a pedestrian - Saturday night	Pedestrians including normal shoppers and festival-goers. Will include persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	No vehicles	Ensure suitable arrangement for emergency vehicles			
Vehicle collision with a pedestrian - Saturday daytime	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	No vehicles	Ensure suitable arrangement for emergency vehicles			



## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>

### Option B – High Street Closed

Vehicle collision with a pedestrian on High Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	High Street Closed - NO VEHICLES	Ensure suitable arrangement for emergency vehicles			
Vehicle collision with a pedestrian on Kingsbury Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. Elevated Risk for venues on an open road. A collision could result in serious injury including fatality	2	3	6	Traffic speed higher than High Street; lower than New Road. The road is narrow and has a sharp bend which slows traffic but affects safe crossing. Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian on The Parade	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. Elevated Risk for venues on an open road. A collision could result in serious injury including fatality	2	3	6	The road is narrow and steep Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			

## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>
Vehicle collision with a pedestrian on New Road	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. Elevated Risk for venues on an open road A collision could result in serious injury including fatality	3	3	9	Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian - Saturday night on one of the open roads	Pedestrians including normal shoppers and festival-goers. Will include persons affected by alcohol. Elevated Risk for venues on an open road A collision could result in serious injury including fatality	3	3	9	Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian - Saturday daytime on one of the open roads	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. Elevated Risk for venues on an open road A collision could result in serious injury including fatality	2	3	6	Good visibility during daylight hours. Shorter period of alcohol consumption.	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			



## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>

### Option C – New Road, Kingsbury Street and Upper Parade, Closed

Vehicle collision with a pedestrian on High Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	Slow speed of vehicles on the High Street. Pedestrians crossing one lane to the centre. Courtesy of drivers stopping for pedestrians to cross Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian on the lower part of Kingsbury Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	Kingsbury Street joining High street Closed - NO TRAFFIC	Ensure suitable arrangement for emergency vehicles			
Vehicle collision with a pedestrian on New Road	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	New Road Closed - NO TRAFFIC	Ensure suitable arrangement for emergency vehicles			
Vehicle collision with a pedestrian on upper part of The Parade	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	The upper part of The Parade Closed - NO TRAFFIC	Ensure suitable arrangement for emergency vehicles			

## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>
Vehicle collision with a pedestrian - Saturday night on one of the open roads (High Street)	Pedestrians including normal shoppers and festival-goers. Will include persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian - Saturday daytime on one of the open roads (High Street)	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	Road closure is likely to reduce traffic in the town centre; drivers are likely to circulate more cautiously negotiating the temporary traffic controls	There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			

## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1:	Step 2:	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
What are the hazards	Who might be harmed and How?	Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>

### Option D – No Road Closure

Vehicle collision with a pedestrian on High Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	1	3	3	Slow speed of vehicles on the High Street. Pedestrians crossing one lane to the centre. Courtesy of drivers stopping for pedestrians to cross				
Vehicle collision with a pedestrian on Kingsbury Street	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	2	3	6	Moderate speed of vehicles for various reasons including bend, hill and narrowness of the road.				
Vehicle collision with a pedestrian on The Parade	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	2	3	6	Slow to moderate speed of vehicles for various reasons including parked cars, Give-Way junction at the top with New Road and the narrowness of the road.				
Vehicle collision with a pedestrian on New road	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	3	3	9		There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			

## Marlborough Jazz Festival – Traffic Risk-Assessment

Step 1: What are the hazards	Step 2: Who might be harmed and How?	How serious is the risk?			Step 3. Precautions and Control Measures		Deal first with hazards that are high-risk and have serious consequences.		
		Likelihood	Severity	Risk	What makes it safe?	What further action is necessary	Action by whom	Action by when	Done <input checked="" type="checkbox"/>
Vehicle collision with a pedestrian - Saturday night on one of the open roads	Pedestrians including normal shoppers and festival-goers. Will include persons affected by alcohol. A collision could result in serious injury including fatality	3	3	9		There is a risk that pedestrians could spill onto the highway near events whose premises are close to the highway and those events with outside spaces near the highway and those events with access and egress near the highway. Control venues which are located on an open road.			
Vehicle collision with a pedestrian - Saturday daytime on one of the open roads	Pedestrians including normal shoppers and festival-goers. At certain times will include children; persons affected by alcohol. A collision could result in serious injury including fatality	2	3	6	Good visibility during daylight hours. Shorter period of alcohol consumption.				

# Marlborough Jazz Festival – Traffic Risk-Assessment

## Risk Assessment Notes

The terms 'hazard' and 'risk' are frequently used in the Regulations, Approved Codes of Practice and guidance. It is important to appreciate what these terms mean:

- **Hazard** is the potential to cause harm
- **Risk** is a function of the probability (or likelihood) of that harm actually occurring and the severity of its consequences

### Assessment of the Risk

For each aspect identified it is necessary to document the possible risk and then identify the control measures that are currently in place to protect the persons exposed to the hazard.

Current control measures may include physical controls (e.g. guarding, personal protective equipment (PPE), etc.), procedural controls (e.g. safe working procedures, information, instruction and training) or monitoring (e.g. maintenance inspections, statutory testing, etc.).

An assessment of the risk then needs to be made. In the majority of cases, the level of risk associated with a task can be derived from experience. In certain circumstances a more systematic approach may be necessary. In both cases, the aim of assessing the risk is to produce a priority list of hazardous tasks and aspects for action planning purposes. The higher the risk - the greater the need for control measures. This assessment of risk is categorised as **Low**, **Medium** or **High**.

Having established the current control measures, the next stage is to decide whether they reduce the risk of harm to the persons exposed to an acceptable level. When establishing how effective the control measures are at reducing the risk, it is important to consider factors such as whether the control measures are suitable for the types of hazard, are they used by the persons at risk and are they adequately maintained.

If it is decided that the current control measure do not provide sufficient protection to the persons exposed, then further action is required.

## Marlborough Jazz Festival – Traffic Risk-Assessment

Using a matrix can be helpful however care and attention is necessary to judge the likelihood of harm and the probability. Getting this wrong could result in applying **unnecessary controls** or failing to take **important action**. The matrix and interpretation should not detract from ensuring that necessary Risk Controls are implemented.

		LIKELIHOOD OF HARM OCCURRING		
		Highly Unlikely	Unlikely	Likely
POTENTIAL SEVERITY OF HARM	No harm	Low	Low	Medium
	Injury	Low	Medium	High
	Significant Injury	Medium	High	High

Decisions as to whether or not further action is needed can then be made by reference to the following matrix:

### PRIORITY KEY

High - Urgent Action recommended	Not safe; immediate attention required to reduce the risk
Medium - Action necessary	Can be safer; must receive attention to reduce the risk
Low - Lower priority	Improve if possible after completing Urgent and Necessary actions; review periodically

## Marlborough Jazz Festival – Traffic Risk-Assessment

### Further Action Required

When considering what further action is required the following hierarchy of measures to prevent or reduce the exposure of person to the hazardous is considered:

- Elimination – e.g. buying ready sawn timber rather than using a chainsaw
- Substitution by something less hazardous and with less risk.
- Enclosure – Guarding / segregation of people
- Safe system of work - Written procedures that are known and understood by those affected.
- Adequate supervision.
- Identification of training needs - Information / instruction
- Personal protective equipment

In most cases a suitable combination of control methods will be necessary.

### Reviewing the Assessment

The Assessment should form a 'living' document, which is revisited if circumstances change. It should certainly be reviewed when:

- There is reason to suspect the assessment is no longer valid;
  - There has been a significant change;
  - The results of monitoring shows it to be necessary;
  - The review date given on the assessment is reached.
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