

| What are the hazards?                        | Who might be harmed and how?  | What actions will be taken to mitigate risks?  | Residual Risk     |                |                |
|--|---|--|-------------------|----------------|----------------|
|  |   |  | Probability (1-5) | Severity (1-5) | Rating (P x S) |
| <b>Slips and trips</b>                       | Public may be injured if they trip over objects or slip on spillages.   | <ul style="list-style-type: none"> <li>All participants advised to carry out general good housekeeping throughout the event.</li> <li>Access ways are kept clear and well-lit at all times.</li> <li>Trailing leads or cables are moved out of reach or suitably covered.</li> <li>Event Coordinator to inspect visually for any trip hazard prior to the event commencing.</li> <li>All external agencies to conduct their own Risk Assessments in advance of the event and submit these for review.</li> </ul> | 2                 | 2              | 4              |
| <b>Insurance Risk</b>                        | Claims against the Council  | <ul style="list-style-type: none"> <li>Insurance provider informed of event and has confirmed public liability cover in place for the proposed activities.</li> <li>Volunteers and marshals briefed and given safety instructions prior to participating in the event.</li> </ul>  | 1                 | 3              | 3              |
| <b>Vehicle movements</b>                     | Disruption to traffic flow/RTA  | <ul style="list-style-type: none"> <li>Road closure in place. Barriers restricting access. Marshall to ensure no vehicle enters safety zone during event operating times.</li> </ul>   | 1                 | 5              | 5              |
| <b>Lack of access for emergency services</b> | Delay in casualty receiving First Aid.  | <ul style="list-style-type: none"> <li>Clear route kept for emergency vehicles to the site.</li> <li>Site is located on a public highway and is highly accessible.</li> </ul>  | 1                 | 5              | 5              |
| <b>Large number of volunteers</b>            | Personnel not well-known to the Event Organiser could present a reputational and public risk if not properly briefed. | <ul style="list-style-type: none"> <li>Briefing with Event organiser and Volunteer Coordinator to ensure all volunteers are aware of their H&amp;S responsibilities.</li> <li>Volunteer Coordinator to keep a record of all volunteers involved with the event.</li> <li>All volunteers advised to report any unusual or unsafe activities to the Volunteer Coordinator or Event Organiser.</li> </ul>   | 1                 | 4              | 4              |

|                                   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|
| <b>Electrical Equipment</b>       | Electrocution of staff or public.   | <ul style="list-style-type: none"> <li>• Breeze Events Productions responsible for the safe supply of electricity to the PA and lighting equipment.</li> <li>• Cables and plugs secured and out of reach to the public.</li> <li>• Only authorised personnel to access and use electrical equipment.</li> <li>• All electrical equipment to have passed appropriate testing such as PAT test.</li> </ul>  | 2 | 4 | 8 |
| <b>Crowds</b>                     | People being lost, or injured by crushing.  | <ul style="list-style-type: none"> <li>• Large public viewing areas adjacent to the event with multiple access points.</li> <li>• PA system available to alert parents should a child be reported lost.</li> </ul>  | 1 | 4 | 4 |
| <b>Anti-social behaviour</b>      | Public and staff at risk of injury or abuse from other members of the public.   | <ul style="list-style-type: none"> <li>• If witnessed, anti-social behaviour will be reported to the police.</li> </ul>   | 2 | 4 | 8 |
| <b>Communication</b>              | Potential safety risk if crucial information is not able to be communicated to members of the public or staff.                                  | <ul style="list-style-type: none"> <li>• Contact numbers for key personnel recorded in event plan</li> <li>• All participants to be advised that they should contact the police or relevant emergency services in an emergency.</li> <li>• Any major or minor issues to be recorded and reported to the event organiser.</li> </ul>   | 2 | 2 | 4 |
| <b>Adverse weather conditions</b> | Public and staff at risk of injury from slips, trips and falls due to wet or icy ground, struck by lightning or equipment being lifted by wind. | <ul style="list-style-type: none"> <li>• Event is in open air but is able to be run safely in most weather conditions.</li> <li>• Monitor weather forecast, issuing warnings to volunteers and attendees if adverse weather is expected.</li> <li>• Ensure adequate securing and pegging down of all otherwise free-standing equipment.</li> <li>• Contingency plan in place to postpone event if Event Coordinator deems necessary due to high wind or other extreme weather conditions.</li> <li>• Gritting salt laid on prom if conditions are icy.</li> </ul> | 3 | 3 | 9 |

|                    |   |   |   |   |   |
|--------------------|---|---|---|---|---|
| <b>Coronavirus</b> | Public, Councillors, Wreath Layers, Staff, and visitors may contract the covid-19 coronavirus through contact with infected people. | <ul style="list-style-type: none"> <li>Event is outside and comparatively low-risk. However it is popular and will be busy.</li> <li>All participants reminded to follow any Government-issued advice regarding Covid safety.</li> <li>All surfaces, including door handles and other fixtures that may be touched, e.g. light switches, regularly disinfected</li> </ul> | 2 | 2 | 4 |
|--------------------|---|---|---|---|---|

### Probability

|                 |             |              |              |            |              |           |
|-----------------|-------------|--------------|--------------|------------|--------------|-----------|
| 5               | Certain     | Very Low     | Medium       | High       | Very High    | Very High |
| 4               | Very Likely | Very Low     | Low          | Medium     | High         | Very High |
| 3               | Probable    | Acceptable   | Very Low     | Low        | Medium       | High      |
| 2               | Possible    | Acceptable   | Very Low     | Very Low   | Low          | Medium    |
| 1               | Unlikely    | Acceptable   | Acceptable   | Acceptable | Very Low     | Very Low  |
| <b>Severity</b> |             | Equip Damage | Minor Injury | RIDDOR     | Major Injury | Fatality  |
|                 |             | 1            | 2            | 3          | 4            | 5         |

### Probability x Severity

|              |       |  |
|--------------|-------|--|
| <b>Score</b> | 20-25 | Very High – Stop activity immediately.   |
|              | 15-19 | High – Review whether activity should continue or stop if not.                                     |
|              | 10-14 | Medium – Consider additional controls to reduce risk further. Monitor and review during the event. |
|              | 7-9   | Low – Monitor and review activity during the event.  |
|              | 4-6   | Very Low - Minimal action required, consider controls where possible.                              |
|              | 1-3   | Acceptable – no action required  |