

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)
Slips and trips	Public may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> All participants advised to carry out general good housekeeping throughout the event. Access ways are kept clear and well-lit at all times. Trailing leads or cables are moved out of reach or suitably covered. Event Coordinator to inspect visually for any trip hazard prior to the event commencing. All external agencies to conduct their own Risk Assessments in advance of the event and submit these for review. 	2	2	4
Insurance Risk	Claims against the Council	<ul style="list-style-type: none"> Insurance provider informed of event and has confirmed public liability cover in place for the proposed activities. Volunteers and marshals briefed and given safety instructions prior to participating in the event. 	1	3	3
Vehicle movements	Disruption to traffic flow/RTA	<ul style="list-style-type: none"> Road closure in place. Barriers restricting access. Marshall to ensure no vehicle enters safety zone during event operating times. 	1	5	5
Lack of access for emergency services	Delay in casualty receiving First Aid.	<ul style="list-style-type: none"> Clear route kept for emergency vehicles to the site. Site is located on a public highway and is highly accessible. 	1	5	5
Large number of volunteers	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"> Briefing with Event organiser and Volunteer Coordinator to ensure all volunteers are aware of their H&S responsibilities. Volunteer Coordinator to keep a record of all volunteers involved with the event. All volunteers advised to report any unusual or unsafe activities to the Volunteer Coordinator or Event Organiser. 	1	4	4

Electrical Equipment	Electrocution of staff or public.	<ul style="list-style-type: none"> • Breeze Events Productions responsible for the safe supply of electricity to the PA and lighting equipment. • Cables and plugs secured and out of reach to the public. • Only authorised personnel to access and use electrical equipment. • All electrical equipment to have passed appropriate testing such as PAT test. 	2	4	8
Crowds	People being lost, or injured by crushing.	<ul style="list-style-type: none"> • Large public viewing areas adjacent to the event with multiple access points. • PA system available to alert parents should a child be reported lost. 	1	4	4
Anti-social behaviour	Public and staff at risk of injury or abuse from other members of the public.	<ul style="list-style-type: none"> • If witnessed, anti-social behaviour will be reported to the police. 	2	4	8
Communication	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"> • Contact numbers for key personnel recorded in event plan • All participants to be advised that they should contact the police or relevant emergency services in an emergency. • Any major or minor issues to be recorded and reported to the event organiser. 	2	2	4
Adverse weather conditions	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"> • Event is in open air but is able to be run safely in most weather conditions. • Monitor weather forecast, issuing warnings to volunteers and attendees if adverse weather is expected. • Ensure adequate securing and pegging down of all otherwise free-standing equipment. • Contingency plan in place to postpone event if Event Coordinator deems necessary due to high wind or other extreme weather conditions. • Gritting salt laid on prom if conditions are icy. 	3	3	9

Coronavirus	Public, Councillors, Wreath Layers, Staff, and visitors may contract the covid-19 coronavirus through contact with infected people.	<ul style="list-style-type: none"> • Event is outside and comparatively low-risk. However it is popular and will be busy. • Wreath Layers issued with instructions for collecting and laying wreaths in a Covid-secure way. • All participants reminded to follow Government-issued advice regarding Covid safety. • Access to the Town Hall beyond the secure lobby restricted to staff only. • All staff asked to wash hands with soap and water on arrival if entering the Town Hall. • All surfaces, including door handles and other fixtures that may be touched, e.g. light switches, are being disinfected at least twice daily, or more often if a meeting is taking place. • Caretakers to carry out enhanced cleaning as per this guidance. • Relevant government information and advice 'pinned' to the on the homepage of our website, Twitter and Facebook pages to signpost anyone with queries about coronavirus. 	2	4	12
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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
Severity		Equip Damage	Minor Injury	RIDDOR	Major Injury	Fatality
		1	2	3	4	5

Probability x Severity

Score	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