

The Colonel's Fund Scots Guards Saturday 25th June 2011

Risk Assessment

Operation description
Persons at risk

Protection to 3rd Parties
Audience, Artistes, production Crew, volunteers

Assessment date:
Location: Old Rectory Finmere

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Injury to visitor	2	3	8	Pre performance H&S briefing -Visitors informed on arrival of arrangements in place for emergency evacuation, assembly points, location of welfare and FA facilities. No go areas – backstage, stage surrounding boundaries. Visitor information pack.			
Injury to contractors	3	3	10	Competence assessment conducted by appointed contractors in compliance with activity engaged. Contractors to ensure adequate skills, training and relevant experience to carry out work. Contractors to carry own personal liability insurance, safe system of work, sufficient risk assessment of own activity.			
Injury to Artiste	2	3	4	Pre event H&S briefing to identified Artiste managers- Director Music, Pipe Major, Dance Principal. Pre performance brief - Arrangements in place for emergency evacuation, assembly points, location of welfare and FA facilities. No go areas – surrounding boundaries.			
Injury to volunteer/production crew	2	3	4	Pre performance H&S briefing. Arrangements in place for emergency evacuation, assembly points, location of welfare and FA facilities. No go areas – surrounding boundaries. Copy of event plan, individual role/responsibility brief.			
Slips/trips/falls				Plan route, avoid obstacles, ensure safe access/egress, do not run, and carry excessively heavy loads. Comply with instructions of stewards. Cables run in tidy manner. First Aid on site.			
Electrocution	4	1	4	Only current PAT tested equipment to be used. Check any electrical item for damage prior to use. Keep electrical equipment clean and dry.			

Severity (S)	Likelihood (L)	Multiply likelihood and severity
Catastrophic=5	Likely=5	
Death=4	Probable=4	
Major Injury=3	Possible=3	
Minor Injury=2	Unlikely=2	
No Injury=1	Very Unlikely=1	

Risk Ratings (R)	Risk Ratings=
20 - 25	Very High Risk
12 - 20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

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Fire	4	3	11	No smoking on site. Suitable Fire extinguishers to be available. No naked flames to be used by audience, artistes or crew. Waste disposal facilities provided.			
Overhead structure	4	3	8	Constructed in accordance with industry standards. Quality assurance conducted by designated contractor.			
Temporary structure	4	3	8	Constructed in accordance with industry standards. Quality assurance conducted by designated contractor.			
Traffic Collisions	4	3	7	Access/egress routes signed and controlled by stewards. Hi-vis vests to be worn at all times.			
Broken down vehicles	1	3	3	Responsibility of owner/keeper.			
Personal possessions and stored items				Audience to retain all personal items, not to leave any item unattended. No unauthorised access to backstage areas.			

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Death=4		Probable=4
Major Injury=3		Possible=3
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No Injury=1		Very Unlikely=1

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Pedestrian traffic	4	2	7	Access/egress routes signed and controlled by stewards. Hi-vis vests to be worn at all times. Information pack supplied with pre-paid ticket. First Aid on site.			
Parking of vehicles	2	3	7	Vehicles directed by stewards and parked IN/OUT TIDAL FLOW. Hi-vis vests worn at all times. Information pack supplied with pre paid ticket. No validation of tickets, information given at any choke point.			
Crowd Control/Evacuation	5	3	10	Pre event brief and operation order supplied to all key personnel, stewards and production crew. Hi-vis vests to be worn at all times. Announcement via PA system. Loud Hailer announcement. Audience information pack with pre-paid ticket.			
Bomb Scare/explosion	5	1	15	Pre event brief and operation order supplied to all key personnel. Orderly and calm evacuation of all or part of site via Steward instruction. PA Announcements. Loud Hailer. Inform Emergency services.			
Suspicious package	5	1	12	Determine why suspicious. Inform Event Manager & Safety Officer. Clear immediate area if necessary.			
Environmental Hazard	1	1	1	No toxic/contamination substances associated with event. No risk to the water table or drains or watercourses. Waste collection points, litter clearance as part of post event break down, de-rig.			

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