

RISK ASSESSMENT- THE OPERATION OF THE SCOTTISH SPIRIT CONSORTIUM STAND

EVENT NAME: Malton Food Lovers Festival

TRAVEL DATE/S: Saturday 25th May 2019 & Sunday 26th May 2019

LIVE EVENT DATE/S: Saturday 25th May 2019 & Sunday 26th May 2019

AUTHOR OF RISK ASSESSMENT REPORT: Finlay Cowe

STAND NUMBER: N/A

LOCATIONS:

- 1) 21 Templegate, Leeds, LS15 0PQ
- 2) Malton town centre, Malton, North Yorkshire, UK, YO17 7LX

INTRODUCTION:

The Malton Food Lovers Festival is an event being held both indoors and outdoors with various food and drinks stands serving and selling products. No.18 will be sampling and selling products to the public. The following outlines potential risks/ dangers and our plans and actions for these potential risks/ dangers.

The below table explains risks/ dangers and also explains who may be harmed and what action we plan to take to reduce the risk. We also have a number in the far right column where 1 = low risk, 2 = medium risk, 3 = high risk . This ranking system allows risks to be reviewed quickly while the rest of the table allows more in depth analysis.

What are the hazards?	Who might be harmed & how?	What are we already doing to prevent this?	What further action is required?	Action by who?	Risk no.
Fire	Staff, Attendees and the public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	<ul style="list-style-type: none"> - Arrange constant checks to ensure all control measures in fire risk assessment are in place - Arrange constant checks to make sure all fire exit signs are working and exists are always kept clear of obstructions. 	<ul style="list-style-type: none"> - Production Manager/ Safety Coordinator must keep watch over clearance of fire exists throughout event and move any obstructions as necessary 	Production Manager/ Safety Coordinator	1
Electricity	Staff, Attendees and the public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	<ul style="list-style-type: none"> - Staff trained to spot and report any defective plugs, discolored sockets, damaged cable and on/off switches and to take defective equipment out of use. - Clear access to the fuse box (if required) - Senior staff know how to safely turn the electricity off in an emergency. 	<ul style="list-style-type: none"> - Make sure that all senior staff know where the fuse box is and how to safely turn off electricity in an emergency. (this will be handled by onsite event team) 	Production Manager /Safety Coordinator	1





What are the hazards?	Who might be harmed & how?	What are we already doing to prevent this?	What further action is required?	Action by who?	Risk no.
Noise	Staff might suffer permanent or temporary hearing damage from longterm exposure to loud music. All staff assumed to be at risk, particularly artists and bar staff.	<ul style="list-style-type: none"> - Ensure quiet areas are identified and provided - Ensure noise level measurement equipment used to keep within legal limits if applicable. 	<ul style="list-style-type: none"> - Production Manger/ Safety Coordinator to regularly check sound level and if necessary, ask for the volume to be lowered - If exposure is a must, ear protection must be provided & accessible for free 	Production Manager/ Safety Coordinator	1
Attendees & Crew in and around moving vehicles in car parks/ general site area	Attendees & Crew may suffer serious injuries if struck by a vehicle, eg during deliveries	<ul style="list-style-type: none"> - Reversing of vehicles to be supervised if other people in the area - Enforced site speed limit of 5/10mph 	<ul style="list-style-type: none"> - Make sure that all crew, performers and tour bus drivers adhere to speed limits and also make sure they advise public to drive slowly if required. 	Production Manager/ Safety Coordinator	2
Manual Handling	Staff may suffer from back pain from carrying heavy or awkward objects including tv's, flight cases & boxes of alcohol.	<ul style="list-style-type: none"> - Only authorised staff, with previous manual handling experience are allowed to move equipment - All equipment moved only by trained/ experienced crew 	<ul style="list-style-type: none"> - No further action required 	Production Manager/ Safety Coordinator	1
Falls from height	Staff may suffer serious, possibly fatal, injuries if they fall from any height. For example, performers might fall from platforms; staff doing cleaning/ maintenance, or working on the lighting rig, might fall from ladders. Also, staff/public risk serious injury if struck by falling lights	<ul style="list-style-type: none"> - All platforms for event staff have adequately safe means of access. - Ladders must be suitable for the job intended and only operated by staff with appropriate ladder safety training. - Staff must only use ladders for short periods of time and must be supervised by another member of staff. - Only trained, authorised staff may work on any lighting rigs. - All other work at height, such as above the roof light is done by contractors under a permit to work system and using trained staff and appropriate equipment 	<ul style="list-style-type: none"> - Production Manger/ Safety Coordinator to ensure that during the rigging and de-rigging of the event only trained staff work at height and that best working practices are maintained at all times. 	Production Manager/ Safety Coordinator	2
Trip hazards due to cables around stage / set areas	Attendees & Crew	<ul style="list-style-type: none"> - All ground areas will be kept clear of cables as much as possible. - If necessary, duct tape and cable covers will be used to cover cables and remove trip hazards. 	<ul style="list-style-type: none"> - We'll request all event crew to keep any cables tidy. The Production Manger / Safety coordinator will be asked to maintain these clear areas and our safety co- ordinator will reinforce this where necessary. 	Crew, Production Manager /Safety Coordinator	1
Hangings, drapes etc used for decoration	May be flammable and obscure exit signs.	<ul style="list-style-type: none"> - Ensure these are flame retardant. - Ensure these are not be hung anywhere that hides exit routes, signs etc. 	<ul style="list-style-type: none"> - No further action required 	Production Manager/ Safety Coordinator	1



METHOD STATEMENT - TRANSPORT, SETUP & DISMANTLE OF TRADE-STAND

Objective	Risk Assessment References	Methods of reducing risk	Training Required / Obtained	Equipment	Method
Transportation of Equipment	Transportation of Equipment	<ul style="list-style-type: none"> - Assess the suitability of all items to lift - Use appropriate equipment when required - Ensure the vehicle is designed to take the required load - Obey all local road laws and regulations. 		<ul style="list-style-type: none"> - All equipment is to be carried in safe containers with appropriate handles - Trolleys must be used if multiple items are to be moved more than 2 meters 	<ol style="list-style-type: none"> 1. Safely position vehicle away from the public with clear access to the items to be loaded to reduce distance of the lifting 2. Lift items in stages and do not combine items. 3. Ensure that items are suitably secured so they do not move in transit 4. Monitor the items during transit and stop if they no longer appear safely secured.
Build Of Stand/ Enclosure	<ul style="list-style-type: none"> - Vehicles / Pedestrians - Manual Handling - Slips and Trips 	<ul style="list-style-type: none"> - Assess the suitability of all items to lift - Use appropriate equipment when required 		- All equipment to be used in correct and specified manner	<ol style="list-style-type: none"> 1. Ensure load in and build area cleared of any obstructions and all members of public 2. Use designated loading gate and directed route within venue 3. Build stand / enclosure in line with all health and safety guidelines 4. Ensure all items within the stand / enclosure are correctly fitted and secured 5. Set out the external assets, allowing for safe passageways for customers to walk.
Break Down and Load out	<ul style="list-style-type: none"> - Vehicles / Pedestrians - Manual Handling - Slips and Trips 	<ul style="list-style-type: none"> - Assess the suitability of all items to lift - Use appropriate equipment when required 		- All equipment to be used in correct and specified manner	<ol style="list-style-type: none"> 1. Ensure stand / enclosure cleared of any obstructions and all members of public before breaking down and loading out 2. Use designated gate and directed route within venue to load out 3. Deconstruct stand / enclosure in line with all health and safety guidelines



SIGNED ON BEHALF OF No.18 Ltd:

NAME: FINLAY COWE

DATE: 10th April 2019

SIGNATURE:

A handwritten signature in black ink, appearing to read "Finlay Cowe", written in a cursive style.