

Event Risk Assessment Form (Attending a Third Party Event)

**Note this is a generic assessment, and must be tailored to any individual event*

1. General Event Information

Note: Event risk assessment must be completed at least two weeks prior to the organised event

<p>Event Name: Malton Food Lovers Festival</p> <p>Location of Event: Market Place, Malton, Yorkshire.</p> <p>Date(s) of Event: 23rd, 24th & 25th May 2020</p> <p>Time(s) of Event: 9am-6pm Daily</p> <p>Estimated numbers attending: TBC</p>	<p>Nearest Hospital A&E (Inc Tel Number): Malton, Norton & District Hospital Middlecave Road Malton, Yorkshire Tel: 01653 693041</p> <p>Venue OS Grid Reference / Postcode: YO17 7LX</p> <p>Mobile Phone Reception (Good/Bad): Unsure</p>
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<p>Event Manager Contact Details:</p> <p>Name: TBC</p> <p>Tel: Mobile:</p>	<p>Designated First Aider(s) during Event:</p> <p>TBC at the event</p> <p>* For events organised by third parties, the Woodland trust is not responsible for organising event first aid. It's advised to take a personal first aid kit.</p>
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'Backup' Contact Details: None provided			First Aid Kit(s) are placed in the following areas of event site:
Name:	Tel:	Mobile:	TBC at the event

2. Site / Venue/Activity Specific Hazards

This section should be completed following a site visit and used in conjunction with the relevant WT site risk assessment and hazard map information for WT sites. For outdoor events on sites not in WT ownership hazard information should be obtained via site visit and liaison with owner. Indoor venues may require a visit prior to completing this section depending on nature of venue / event. Use attached Hazard Table to assess risk.

Description of Hazard	Description of Potential Harm (i.e. who might be harmed and how)	Risk Level (Before Controls)	Prevention and controls to reduce Risk/Hazard	Residual Risk (After Controls)
Travelling by Car	Mechanical failure, Road Traffic Accident, Driver fatigue, Theft, shifting or unsecure load, possible lone working. Risk to Driver, passengers and other road users.	High	Ensure car is suitably maintained and serviced. Check car for safety critical damage or faults before driving (e.g. punctures) If using a hire car, take the time to familiarise yourself with the controls – if in doubt ask hire company. Ensure you are aware of recovery details for vehicle. Do not drive if illness or excessive fatigue may affect your driving Follow severe weather warnings if applicable. Plan your route in advance and allow sufficient time for breaks. Take regular breaks – at least 15 minutes per 2.5 hours travelled.	Medium

			<p>If more than 5 hours of driving is required in a full day, travel the night before.</p> <p>Keep car doors locked while travelling.</p> <p>Do not pick up hitch hikers</p> <p>Check vehicle for signs of forced entry or vandalism upon return.</p> <p>Ensure valuables are kept out of site when leaving vehicle.</p> <p>Secure all loads in place to prevent load shift.</p> <p>Carry season specific items for use in any unexpected delay (e.g. blanket in winter, bottle of water in summer.)</p> <p>Ensure mobile is charged before leaving – carry charger as necessary.</p> <p>If lone working, ensure a buddy system is in place and an accurate diary is maintained (follow Woodland Trust Safety Guidance Note “Lone Working”)</p>	
Travelling by public transport	<p>Fatigue, muscle strain from carrying materials, theft or other criminal activity, slips or falls while rushing for connection, exposure to adverse weather conditions, possible lone working, Hygiene & health, stranding due to connection failure. Risk to travelling worker.</p>	Medium	<p>Plan your journey – ensure sufficient time to make connections without rushing.</p> <p>Do not carry uncomfortably heavy loads – use a trolley or other carrying aid if necessary.</p> <p>Wear appropriate footwear and clothing. Dress accordingly to the season. If necessary for appearances, consider packing extra clothing (e.g. warm jumper for winter, sun hat for summer).</p> <p>Do not carry obviously valuable items in public (such as branded laptop bags)</p> <p>Carry spare money in a separate location to your wallet/purse.</p> <p>Wash hands regularly during journey</p> <p>Avoid late night travel/last train or bus – if necessary stay overnight or use taxis to complete journey.</p> <p>If lone working ensure a buddy system is in place and accurate diary is maintained (follow Woodland Trust Safety Guidance Note “Lone</p>	Low

			Working”	
Lone working at event.	Theft or other criminal activity, fatigue during busy day, worker may not be missed by event or reported missing promptly. Risk to lone individual.	Medium	Ensure buddy system is in place and accurate diary is maintained (follow Woodland Trust Safety Guidance Note “Lone Working”)	Low
Erection of display materials	Manual handling, Cuts or pinch injuries from display mechanisms, collapse of display. Risk to Trust worker and members of the public	Low	Follow manufacturer’s instructions for erecting displays or other items. Check condition before use – if obvious defects noted do not use. For large or unwieldy items seek help either from other Trust worker, or event organiser. If necessary to avoid cuts or pinches wear leather gloves during display assembly	Low
Use of Marquees, Gazebos or other structures	Manual handling, Cuts or pinch injuries from structural mechanisms, collapse of structure, windblown structures if used outdoors. Risk to Trust worker and members of the public	Medium	Follow manufacturer’s instructions for the erection of gazebos or other structures. Check for defects before use- if in doubt do not use. If structure may be affected by wind ensure security by use of guy ropes, sand bags or other means of restraint. Monitor condition of any structure during the course of the day (e.g. check guy ropes are tight etc.) correct faults as necessary. Ensure sufficient people are present to erect safely – either Trust workers or event organiser personnel. If necessary use leather gloves to protect hands during erection.	Low

Use of electrical items	Electrocution, fire, damage to equipment, tripping over cables. Risk to Trust workers and members of the public	Medium	Ensure any electrical equipment has been PAT tested as appropriate. Check electrical items before use for any obvious damage or faults – if in doubt, do not use. Secure trailing cable to floor and keep walkways clear of them. If borrowing extension cables from venue check their condition before use.	Low
Fire or other emergency	Burns, smoke, fumes, and injury sustained from crushing or badly executed evacuation. Risk to Trust worker.	High	Familiarise yourself with emergency evacuation procedures upon arrival. Ensure at least one easy exit is maintained from any display site, preferably to rear of main walkway/public access. In the event of an emergency, leave all equipment and follow evacuation instructions.	Low
Local amendments to be added below as necessary				
Description of Hazard	Description of Potential Harm (i.e. who might be harmed and how)	Risk Level (Before Controls)	Prevention and controls to reduce Risk/Hazard	Residual Risk (After Controls)

Reviewed January 2016



3. Other Activities Taking Place on Site / at Venue which may impact on event – including relevant risk assessment details: Include work being undertaken which is not part of the event if relevant as well as activities provided by third parties which form part of the event e.g. catering services. For WT sites, Site Manager should fill out this section or provide Event Manager with the relevant information regarding contract works on site.

Date:	Activity and Location:	Responsible person and contact details:	Risk assessment details relevant to event:	

4. Working with Children and Vulnerable Adults

It is essential that all staff attending the Event read the Woodland Trust guidelines ‘Safeguarding Vulnerable people’ and that these guidelines are followed. If supervising Children follow Woodland Trust Safeguarding Risk Assessment

Reviewed January 2016



5. Signatures

• **Signed** *Jessica Parker*

Date: 13.01.2020

• **Name: Jessica Parker**

Hazard Table

Table should be used as a guide to ascertain level of risk with each identified hazard

	PROBABILITY OF HARM		
SEVERITY OF HARM	<i>probable</i> (near miss, or Incident causing harm has occurred or is likely to)	<i>possible</i> (reasonable to believe an incidence may occur, but not frequently)	<i>improbable</i> (incident unlikely to occur, or only in an unlikely combination of circumstances)
SEVERE - fatality, or serious injury to more than one person	Actual Risk: HIGH Hazard must be included in risk assessment	Actual Risk: HIGH Hazard must be included in risk assessment	Actual Risk: MEDIUM Hazard must be included in risk assessment
SERIOUS - serious injury, or irreversible damage to health	Actual Risk: HIGH Hazard must be included in risk assessment	Actual Risk: MEDIUM Hazard must be included in risk assessment	Actual Risk: LOW Hazard must be included in risk assessment.
MODERATE - minor injury, but requiring first aid or, health effect reversible on treatment	Actual Risk: LOW Hazard must be included in risk assessment.	Actual Risk: TRIVIAL Do not include hazard in risk assessment	Actual Risk: TRIVIAL Do not include hazard in risk assessment
NOT SIGNIFICANT - minor injuries such as cuts and bruises	Actual Risk: LOW Hazard must be included in risk assessment.	Actual Risk: TRIVIAL Do not include hazard in risk assessment	Actual Risk: TRIVIAL Do not include hazard in risk assessment