**Risk Assessment Form**

**Activity / Event –** Heathfield Show 2023

**Location –** Little Tottingworth Farm, Broad Oak, Heathfield, TN21 8UE

**Date of Event** – 27/05/2023

**Numbers of staff Expected to attend –**
**Name of Assessor** –

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Potential hazard** | **Person(s) at risk** | **Potential outcome** | **Impact (High****Medium** **Low)** | **Likelihood (High****Medium** **Low)** | **Control measures** | **Risk level after control measures** | **Person(s) responsible for control measures** |
| Vehicle movement on event site | DriverEvent attendees / general publicOther team membersContractors | Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk | **H** | **L** | * Comply with any rules or guidance set out by the event organisers for vehicle movement on site
* Only [insert organisation name] team members are authorised to move the vehicle
* Vehicle to be driven on to the event site before attendees arrive
* Driver to adhere to the speed limit for the event site and not exceed this
* Vehicle to only be moved when the event site deems it safe to do so. Permission to move the vehicle before the end of an event will be sought, where possible, from the Trade Stand Secretary or equivalent
 | **L** | Driver of vehicle |
| Manual handling – loading and unloading  | Event attendees | Major injuries, minor injuries | **M** | **M** | * Lifting of equipment
* Two-man lift where possible
 | **L** | Event attendees |
| Adverse weather conditions | Event attendees | Accident which could lead to death, major or minor injuries of event staff or general public near the accident.  | **H** | **L** | * Ensure staff and volunteers are dressed appropriately
* A decision will have to be made by a team member to dismantle the stand, should the weather become dangerous to event attendees and the general public.
 | **L** | Event attendees  |
| Extreme weather conditions (heat) | Event attendees | Major injuries, minor injuries | **H** | **L** | * Suggestions to be added in to the email briefing sent to staff ahead of a promotion to remind them to dress appropriately, with a gentle reminder regarding sun cream, sun hats and drinking enough water
* Staff and volunteers to be reminded to take regularly breaks, especially in extremely hot conditions
* Where possible, a gazebo will be provided to offer shade to staff and volunteers (should the stand allow this)
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 | **L** | Event attendees |
| Lone working | Event attendees  | Vulnerability, mental wellbeing | **L** | **L** | * There will always be a minimum of two people at each event. Where possible this will be two staff members
* Members of Team to raise concerns with relation to lone working conditions if situation arises
 | **L** | Event attendees |
| Cash handling | Event attendees | Loss of earnings, theft, fraud and injury to attendees  | **H** | **L** | * Zip sealed security bag
* Money kept on staff / volunteer, ensure that this is kept to a minimal amount, cash to be regularly transferred to locked safe box
* [Insert name of organisation] cash handling guidelines to be adhered to
* Attendees of event to reconcile the cash that has been taken on the day.
 | **L** | Event attendees |
| Hazardous substances | Event attendees | Major injuries, minor injuries, death, damage to other stands, reputational risk | **H** | **L** | * Keep hazardous substances locked securely away from the general public
* Hazardous substances to be handled only by a member of staff trained to handle them.
 | **L** | Event attendees |
| Slip and trip hazards | Event attendees/ general public | Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk | **H** | **L** | * Ensure that all equipment is in good working condition without damages
* Ensure that personal belonging, such as bags and clothing are securely kept inside the vehicle
* Ensure that no equipment is left on the floor surrounding the stand, or propped up against any equipment
* Regularly check the surrounding area of the stand the mitigate any newly formed issues
 | **L** | Event attendees |
| Podium tables  | Event attendeesGeneral public | Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk | **L** | **L** | * Ensure that these are erected on level ground to prevent them from toppling over
* Podiums shouldn’t be leaned on because this may cause them to be toppled over
 | **L** | Event attendees |
| Fire hazard  | Event attendeesGeneral public | Major injuries, minor injuries, death, damage to other stands, reputational risk | **H** | **L** | * There is a fire extinguisher on the stand to be used where necessary
* Ensure that flammable items are not placed in direct sunlight
* In the event of a fire ensure that persons are moved away from danger
 | **L** | Event attendees |
| Gazebo present at promotions  | Event attendeesGeneral public | Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk | **H** | **L** | * Ensure that the gazebo is erected according to guidelines
* Two or more people should erect the gazebo
* Ensure that the gazebo is positioned on an even surface
 | **L** | Event attendees |