
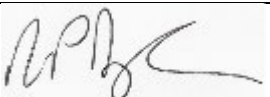


Event Risk Assessment Form



Event Name	Maycamp 2022 - Chaos				
Event Date	May 27 th – May 30 th 2022				
Event Venue	Plumpton Race Course, Plumpton				
Risk Assessment Completed By	Dan Jenkins, Ed Stoker	Signature		Date	19/05/2022
Signed off By	Rob Dillingham	Signature		Date	19/5/2022

Key: P – Probability, S – Severity, R – Risk Factor

Calculation: Risk factor = Probability x Severity

Risk levels: [1-4:Low 5-7:Medium 8+:High]

Probability	Severity
1. Very Unlikely	1. Trivial Injury not requiring treatment
2. Unlikely	2. Minor injury requiring treatment
3. Likely	3. Major injury – not life changing
4. Very Likely	4. Death or very serious life changing injury to one person
5. Almost Inevitable	5. Death or very serious life changing injury to many people

Activity/Area	Hazards	Consequences	Persons at Risk	P	S	R	Controls and Actions to minimise risk	P	S	R	Notes
MARQUEE	Temporary structures	Lighting, speakers or banners falling loose or collapsing	All persons	2	4	8	Frequent checks of all equipment Hard hats to be worn by people working on or under the lighting truss,	1	4	4	Should an accident occur evacuate the marquee and call the site first aider

		Personnel falling from ladders					secure ladders, person standing at foot of ladder				
Electrical wires and equipment	Electrical fault causing a shock or fire	Everybody	2	5	10	Frequent checks of all equipment and wiring Adequate warning signs Relevant extinguishers for electrical fires clearly signed Mains switches, fuse boxes protected from unauthorised access	1	5	5	Should an accident occur evacuate marquee, call the site first aider and if necessary, call the Fire Brigade Signs to be made Extinguishers ordered Electrical installation is responsibility of Sound and lighting crew	
	Tripping over wiring	Everyone	3	2	6	Wires to either be taped down or buried	1	2	4		
Ground covering	Tripping, falling, slipping	Everyone	2	2	4	Keep dry and clean and secured where possible	1	2	2	Should an accident occur call the site first aider	
Staging	Tripping, falling, slipping on stage and getting on to the stage	Team and a few young people who take part in games, quizzes etc	2	2	4	Adequate steps Properly installed Keeping stage clean and dry Keeping stage clear Tape wiring down	1	2	4	Should accident occur call the site first aider Check the wiring	
Folding chairs	Trapping limbs Collapsing Falling off them.	everyone	2	2	4	Warning: do not stand on chairs Store folded chairs flat Warning not to play with chairs	1	2	2	Should an accident occur call the site first aider Warnings to be given out at gatherings	
Food allergy	Allergic reaction to wine or wafers.	Everyone	2	4	8	Draw this to attention of leaders Mention at the first leaders meeting and in information that goes to groups before the camp	1	4	4		

	Fire	Burning, suffocation, crushing,	Everyone	2	5	10	Adequate number of extinguishers and appropriate to use and clearly signed Ensure clear signage for exit Exits kept clear Stewards in attendance when marquee in use Adequate disabled access to exits Explain evacuation procedure	1	5	5	
SITE	Visitors on site	Visitors who are not bone fide Abduction of young person.	Everyone, especially young people & vulnerable persons	2	4	8	All the camp participants to wear id bracelets at all times Day visitors to be issued with id bracelets Day visitors must be registered at info point Cover on the gate during day Security during the evening and at night Leaders to do regular checks that members of group present Gates locked at night.	1	4	4	Security staff trained on procedure Leaders to ensure that every member of their group wear their id bracelets at all times Order multiple different colour id wristbands for weekend guests and day visitors
	Cars	Young person being hit by a car Car fire	Everyone.	2	4	8	Cars must be left in the car park area once loading and unloading is completed Drivers must be aware of movement of children, young people and adults around site 5 mph maximum speed limit Visitors car number plates to be registered at gatehouse	1	4	4	If accident occurs call the site first aider immediately Information in pack sent to leaders in advance Register all visitors' cars at gatehouse Register of all resident cars on site

							Record of cars resident on site				
	Ditches	Falling into the ditch in the dark Jumping over the ditch	Everyone	2	3	6	Rules set about walking around and not jumping over Announcement on first night Rules given to leaders	1	3	3	In event of accident call the site first aider
	Sports (provided by May Camp Team only)	Slips, trips and falls, collisions,	Young people participating in activity	3	2	6	Ensure ground is as even as possible Ensure first aid trained team member is present Ensure sufficient number of adults present for supervision	2	2	4	
		impact from balls or bats.	Young people participating in activity	2	3	3	Ensure appropriate equipment is used. Field sports to use balls that are suited to the PPE available.	1	2	2	
	Archery	Injury as a result of participation Injury through being struck by an arrow whilst spectating or otherwise not taking part. Injury through misuse of equipment whilst the activity is not taking place	Young people participating in up front game. Young people observing game from audience. Volunteers leading games.	3	4	12	Archery to be set-up in a designated area, with the specified 100m safe zone behind the target. Usage of the equipment to be done so under full instruction of James Hollingsworth (qualified archery instructor) Appropriate safety briefing to take place before each session commences. Equipment to be locked away when activity is not taking place. Participants to not exceed the recommend 12 per instructor ratio, with 6 shooting at any	1	4	4	If accident occurs call the site first aider immediately. If a serious incident has occurred, then emergency services must be called immediately.

							time and the second 6 stood back from the firing line. The following safety points will form part of the instruction: Check hair, jewellery and clothing. Explain about the shooting line and waiting line. Explain the commands you will use. Explain the general rules of the range.				
	Axe throwing	Injury as a result of participation Injury through being struck by an axe whilst spectating or otherwise not taking part. Injury through misuse of equipment whilst the activity is not taking place	Young people participating in up front game. Young people observing game from audience. Volunteers leading games.	3	4	12	Axe throwing to be set-up in a designated area, with the specified safe zone behind the target. Usage of the equipment to be done so under full instruction of qualified instructor. Appropriate safety briefing to take place before each session commences. Equipment to be locked away when activity is not taking place. Participants to not exceed the recommend instructor to thrower ratio. The following safety points will form part of the instruction: Check hair, jewellery and clothing.	1	4	4	If accident occurs call the site first aider immediately. If a serious incident has occurred, then emergency services must be called immediately.

							Explain about the throwing line and waiting line. Explain the commands you will use. Explain the general rules of the activity.				
	Wide game	Risk of falling on tarmac surface and suffering from associated injury. Risk of a spectator being injured though collision. Slips, trips and falls.	Young people participating in up front game. Young people observing game from audience. Volunteers leading games.	2	2	4	Appropriate safety equipment to be provided and worn when taking part in the activity. Activity only to be run under full supervision. Equipment to be locked away when not activity not in use. Course to be designed to minimise the risk of sharp turns. All spectators to be kept a safe distance from the course.	1	2	2	In the event of a fall, appropriate action to be taken, referring to first aid team. In the event of a more serious injury, to call the emergency services.
	Water/taps	Slipping on wet grass Tripping over water pipes or tapes	Everyone	2	2	4	Mark water collection area clearly Ensure drains are clear so water can drain and not soak surrounding grass Put up barriers if grass gets very wet in surrounding areas on dry days	1	2	2	
ATV/RTV/Plant	Rolling away on sloped ground Collision with person Collision with other vehicles	Crushing injuries Equipment falling off and causing injury Injury after collision Destabilising or toppling a structure leading to injury	Drivers, other site crew during set up and pack down.	2	4	8	Training briefing given to any site team that will need to drive Key safety – keys always removed when not in use.	1	4	4	Briefing to cover good observation, tipping risk, handbrake usage, seat belts, key removal, 10mph speed limit, safe

	<p>Collision with tents Running over people Trapped fingers Unsecured loads Rolling over Slipping on wet ground Refuelling</p>	<p>Injury to passengers in rolling or collision Injury as a result of losing control of the vehicle. Spilling fuel during refuelling toxic if consumed or spilled and will damage grass.</p>	<p>Everyone during main event weekend</p>				<p>Seatbelts to be worn when operated Even loads, with sides secured before driving Handbrake always used Not to be used around group villages when young people are present except in emergency. Speed limit of 10mph during event to be observed Diesel vehicle presents low fire risk Refuelling only to be done by trained event team Lights to be used in the dark</p>				<p>loading, safe manoeuvring and no-go areas during event days.</p> <p>Fuel bowser is locked and cannot be accessed without key from events team.</p>
<p>Site & Group Villages</p>	<p>Fire Caused by nature or accident</p>		<p>Everyone</p>	2	4	8	<p>Each village has an extinguisher Each tent has bucket of water outside each tent Instructions for evacuation of site Ensure that all exits and entrances to site are kept clear Smokers to smoke in marked areas Instructions for evacuation of site to be posted in information centre and in information booklet In event of fire notify the Team Implement evacuation procedure</p>	1	4	4	

Site & Group Villages	Extreme weather conditions	Flooding Sun burn High winds	Everyone	2	5	10	<p>Ensure that all tents are secure</p> <p>Ensure adequate space between each tent and between each village</p> <p>Ensure that all young people are asked to wear sun block and suitable covering</p> <p>Ensure that all entrances and exits are kept clear</p> <p>Ensure that all keep up fluid intake</p> <p>If weather is looking bad listen to radio for flood alerts</p> <p>Check the site regularly</p> <p>Instructions for evacuation of site to be posted in information centre and leaders' information</p> <p>Organise suitable evacuation point.</p> <p>Announcement in leaders' meeting</p>	2	2	4	
Group Villages	Tents	Falling over guy ropes and tripping on tent pegs Flooding Fire Tents collapsing	Everyone	3	2	6	<p>Ensure tent pegs and guy ropes are secured as close to the tent as is practical.</p> <p>Ensure that there is adequate space between each tent</p> <p>Remind young people to secure tents when they leave the village</p> <p>Ensure that the tents are secure</p>	2	2	4	<p>If there is concern notify a member of the Team</p> <p>Organisation before the camp</p>

							No young person under 18 to be in a tent on their own Adults to supervise the erection of tents Regularly check that tents are secure				
	Cooking equipment	Fire Burns and scalds Cuts Gas leak	Everyone – Particularly those designated to cook and prepare food	2	4	8	Ensure that there is a fire extinguisher near by Adults to supervise cooking Adults to supervise food preparation Turn off gas after use and each night Act on preventative measures If gas is smelt open flaps in the tent	1	4	4	In event of an accident contact the site first aider
	Food	Food poisoning	Anyone dining in the campsite	2	3	6	Person handling food has done a food handling course Good hygiene Food stored properly. Utensils to be cleaned thoroughly, especially where high risk foods such as raw meat is being handled. Perishable food to be bought daily Place hand washing facilities by cooking tent	1	3	3	If there is concern call the site first aider
		Allergic reaction to food	People with food allergies	4	4	16	Aware of young people and adults who have allergies Read all participants health forms carefully for information about dietary requirements	2	3	6	Call the first aider. In the event of anaphylaxis, call 999.

							Check contents of food for ingredients. Manage food safely avoiding cross contamination. People with serious allergen response to have appropriate epipen.				
	Tables and chairs	Trapping fingers and limbs Falling off chairs Tables collapsing	Everyone	2	2	4	Awareness of potential risk and therefore vigilance Check all chairs and tables are secure	1	1	2	
	Hazardous Substances	Ingestion of substances Skin Burns	Everybody	2	3	6	Make sure all bottles are marked clearly with contents Keep hazardous substances in leaders' tents	1	3	3	
CAFE	Temporary structures	Coming loose Collapsing Causing obstruction	Everybody	2	4	8	Ensure that all structures are secure before opening Remove any obstructions from entrances and exits	1	4	4	If an accident occurs evacuate the café and call the site first aider
	Electrical equipment	Wires shorting Electric shock	Everybody	2	4	8	All equipment must be PAT tested Ensure that all equipment is properly installed All equipment is behind the table of the café Ensure that the urn is well away from the edge of the table and out of reach of the customers	1	3	3	
	Food and drinks preparation and serving	Scalding and burns from hot drinks and food Food allergies	Everybody	2	3	6	Regulate queuing so that hot drinks do not get knocked over	1	3	3	

							Be aware of the ingredients of what is being sold Have signs for queuing Check the ingredients of things being sold especially little sweets Make all team aware of hot products and safety procedures for using equipment in the café kitchen			
	Tables and chairs	Collapsing and trapping limbs	Everybody	2	2	4	No standing on tables or chairs Chairs to be stacked laying flat when folded Signs Vigilance	1	1	2
	Fire Electrical or otherwise	Burns Trapped inside venue Crushing on exit	Everybody	2	4	8	Relevant fire extinguishers in the café and marked clearly All fire exits to be marked and left clear Evacuation procedure posted clearly Provide clear signs	1	3	3
TOILETS/ SHOWERS	Using the facilities	Lack of privacy Safeguarding	Everybody	2	3	6	Curtains across the showers Doors locking toilets Entrance door to toilet block kept closed Leaders and over 18yr olds to use showers in weighing room only. Venue to be checked regularly Any issues need to be reported as soon as possible to Site Manager.	2	2	4

							All leaders to have current clear DBS check.			
	Electrical faults Due to loose connections Due to water and damp	Electric shock	Everybody	2	4	8	Ensure wiring is well insulated Ensure plugs securely fitted to wall Keep area dry The toilet and shower block to be checked with Plumpton manager before the camp begins Check the floor frequently for dampness	1	4	4
	Hygiene	Sickness	Everybody	2	4	4	Sanitary disposal bags and bins provided Labels for use Toilets kept clean Adequate toilet tissue Signs about sanitary disposal Toilets to be checked and cleaned regularly	1	2	2
	Hazardous substances	Ingestion Burns	Everybody	2	3	4	Cleaning chemical stored away from toilets and showers	1	2	2
	Fire		Everybody	2	4	8	Extinguishers present and clearly labelled Exit kept clear and clearly labelled Regular checks	1	4	4
	Trips, slips and falls	Injury to body Bruises Broken bones Cuts and grazes		3	2	6	Floors to be kept dry and clean No running in toilet and shower block Regular checks Group leaders to ensure no running by their young people	2	2	4

CHILDREN'S ACTIVITIES	Games - Slips, trips and falls	Injury to body Bruises Broken bones Cuts and grazes	Everybody	2	2	4	Due care when playing games Adequate supervision Check games equipment	1	2	2
	Craft	Injuries from use of scissors, glue and other craft equipment	Everybody	2	2	4	Children's safety scissors Use only water based paint and children's glue Constant supervision	1	2	2
	Food	Allergic reaction	Everybody	2	3	6	Children's health consent forms will be checked and information passed on to all helpers Ingredients of food and drink will be noted Ask all parents to complete a health consent form for children Check the ingredients of all food and drink	1	3	3
	Equipment/plant	Slips, trips and falls Furnishings of room which jut out a head level Behind the bar area	Everybody	2	2	4	Supervised activities Mark the furnishing which juts out Cordon off the entrance to behind the bar Notices Tell the children	1	2	2
	Hazardous substances	Ingestion Burns	Everybody	1	4	4	Kept out of the reach of children Do a check of the venue before the children arrive and note any possible dangers, rectify or make safe	1	2	2
	Fire	Burning, suffocation, crushing,	Everybody	2	5	10	Ensure that there is a fire extinguisher and it is marked clearly	1	5	5

							Fire exits marked and kept clear Tell children what to do if they have to leave quickly Make signs Be vigilant			
HOG ROAST	Equipment	Burns	Everybody	2	3	6	Young people to be kept away from the cooking area	1	3	3
	Food	Food poisoning	Everybody	2	3	6	Food to be cooked correctly with all necessary temperature checks carried out to ensure this has been achieved. Separate utensils to be used for raw and cooked meat. High level of food hygiene to be maintained throughout the cooking and serving process.	1	3	3
		Allergic reaction	Anyone with an allergy	2	3	6	Everyone eating at the Hog Roast to be made aware of any allergens. Gluten free bread to be provided to those with a gluten allergy or celiac diagnosis.	1	3	3
Slip N Slide		Injury from hard floor Tripping over anchor points Cuts from sharp objects under sheet Friction burn from plastic sheeting or grass at other end	Everybody	3	3	9	Sheet to be laid out large enough that the part to ride is clear of any anchor points Supervised at all times Water to be kept flowing so as to prevent friction burns	2	2	4

		<p>Soap in eyes Tripping on tarps Injury from collision with third party inspector Injury from collision with another rider Adverse weather conditions</p>					<p>Spectators to stand back from riding area New rider not to commence sliding until previous rider has moved clear of plastic sheeting Area underneath sheeting to be thoroughly checked for sharp objects, lumps or bumps Riders to be wearing appropriate clothing Riders to remove dangly jewellery Sheet to be held down by surface anchors Only washing up liquid is to be used, and no other chemicals are to be added to the tarps. Volunteers to supervise stop and go Leaders are to oversee the construction and use of a slip and slide. Ground should be combed for rocks or any other debris prior to use. Tarps should be secured at sides by weights or people holding it down as other slide. Young people are made aware that they take part in the activity at their own risk</p>			
Carpentry		<p>Injury from sharp tools Slipping with tools</p>	Everybody	3	3	9	<p>Group limited to easily manageable sizes</p>	2	2	4

		Attack of another person with sharp tools Splinters from wood					Safety briefings given on proper use of tools Young people supervised at all times Give safety briefing at start notifying young people of risk Volunteers to be vigilant of young people at all times. Tools used to be suitable to the job PPE to be provided and used.			
Stage Games	Mattress race game	Young person falling from inflatable into crowd Person in crowd crushed by falling young person Person in crowd kicked or punched by young person on inflatable Person in crowd punched by other crowd member pushing inflatable up over their head Inflatable falls off the end of the crowd	Everybody	2	3	6	Small young person that fits entirely onto inflatable to be chosen Rider told to lay flat and spread their weight evenly – spreading arms and legs Rider instructed to stay still Crowd asked to shuffle right forward in marquee to give a dense surfing area Adult spotters located around the edge of the crowd to prevent fall off inflatable at edge of crowd First aider on hand – Security guard – Have Radio to hand	2	2	4
	Musical Splatues	Tripping over chairs Falling from stage	Game Participants	2	2	4	Check participants aren't allergic to shaving foam	1	2	2

		<p>Allergic reaction to the shaving cream</p> <p>Shaving cream in the eyes or inhaled</p> <p>Bashed nose or face</p>					<p>Instruct young people to shut their mouth and eyes</p> <p>Leader to do the pieing and do it gently so as not to injure the participants face</p> <p>Keep chairs and participants well back from the edge of the stage</p> <p>Somebody to help participants off stage after they've been pied</p> <p>Towels available for people to clean up after they've been pied</p>			
	Tea Towel Grab	<p>Everyone participating</p> <p>Physical contact with other potentially unknown young people</p>	Everybody	2	1	2	<p>Young people given the opportunity to opt out if they don't want to join in</p> <p>Instructed that it's a gentle single finger tap on the shoulder, not a slap or a caress.</p>	1	1	1
	Caterpillar game	<p>crawling off the stage bumping heads</p> <p>Getting stepped on</p> <p>Crawling on something sharp</p> <p>Allergy to the food</p>	Participants	2	2	4	<p>Leaders to watch where young people are crawling and intervene if they get themselves into an awkward place</p> <p>Max of 4 on the stage participating in the game so as not to keep bumping in to each other and to reduce the</p>	1	2	4

