Event Risk Assessment Form

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| Event Name | Maycamp 2023 – Unity |
| Event Date | May 26th – 29th 2023 |
| Event Venue | Plumpton Racecourse, Plumpton |
| Risk Assessment Completed By | Dan Jenkins, Ed Stoker, Ben Sheldon  | Signature | Ben Sheldon, Dan Jenkins, Ed Stoker | Date | 24.02.2023 |
| Signed off By | Rob Dillingham | Signature |  | Date | 3.05.2023 |

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

Calculation: Risk factor = Probability x Severity

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

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

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| 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 collapsingPersonnel falling from ladders. | All persons  | 2 | 4 | 8 | Frequent checks of all equipmentHard hats to be worn by people working on or under the lighting truss, secure ladders, person standing at foot of ladder | 1 | 4 | 4 | Should an accident occur evacuate the marquee and call the site first aider |
|  | Electrical wires and equipment | Electrical fault causing a shock or fire | Everybody | 2 | 5 | 10 | Frequent checks of all equipment and wiringAdequate warning signsRelevant extinguishers for electrical fires clearly signedMains 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 BrigadeSigns to be madeExtinguishers orderedElectrical 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 stepsProperly installedKeeping stage clean and dryKeeping stage clearTape wiring down | 1 | 2 | 4 | Should accident occur call the site first aiderCheck the wiring |
|  | Folding chairs | Trapping limbsCollapsingFalling off them. | everyone | 2 | 2 | 4 | Warning: do not stand on chairsStore folded chairs flatWarning not to play with chairs | 1 | 2 | 2 | Should an accident occur call the site first aiderWarnings to be given out at gatherings |
|  | Food allergy | Allergic reaction to wine or wafers. | Everyone | 2 | 4 | 8 | Draw this to attention of leadersMention 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 signedEnsure clear signage for exit Exits kept clearStewards in attendance when marquee in useAdequate disabled access to exitsExplain 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 timesDay visitors to be issued with id braceletsDay visitors must be registered at info pointCover on the gate during daySecurity during the evening and at nightLeaders to do regular checks that members of group presentGates locked at night. | 1 | 4 | 4 | Security staff trained on procedureLeaders to ensure that every member of their group wear their id bracelets at all timesOrder multiple different colour id wristbands for weekend guests and day visitors |
|  | Cars  | Young person / adult being hit by a carCar fire | Everyone. | 2 | 4 | 8 | Cars must be left in the car park area once loading and unloading is completedDrivers must be aware of movement of children, young people and adults around site5 mph maximum speed limitVisitors car number plates to be registered at gatehouseRecord of cars resident on site | 1 | 4 | 4 | If accident occurs call the site first aider immediatelyInformation in pack sent to leaders in advanceRegister all visitors’ cars at gatehouseRegister of all resident cars on site |
|  | Ditches | Falling into the ditch in the darkJumping over the ditch  | Everyone | 2 | 3 | 6 | Rules set about walking around and not jumping overAnnouncement on first nightRules 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 possibleEnsure first aid trained team member is presentEnsure sufficient nu3mber 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 participationInjury 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 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.  | 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. |
|  | Axe throwing | Injury as a result of participationInjury 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. Explain about the throwing line and waiting line. Explain the commands you will use. Explain the general rules of the activity.  | 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. |
|  | 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 grassTripping over water pipes or tapes | Everyone | 2 | 2 | 4 | Mark water collection area clearlyEnsure drains are clear so water can drain and not soak surrounding grassPut up barriers if grass gets very wet in surrounding areas on dry days | 1 | 2 | 2 |  |
| ATV/RTV/Plant | Rolling away on sloped groundCollision with personCollision with other vehiclesCollision with tentsRunning over peopleTrapped fingersUnsecured loadsRolling overSlipping on wet groundRefuelling | Crushing injuriesEquipment falling off and causing injuryInjury after collisionDestabilising or toppling a structure leading to injuryInjury to passengers in rolling or collisionInjury as a result of losing control of the vehicle.Spilling fuel during refuelling toxic if consumed or spilled and will damage grass. | Drivers, other site crew during set up and pack down.Everyone during main event weekend | 2 | 4 | 8 | Training briefing given to any site team that will need to driveKey safety – keys always removed when not in use.Seatbelts to be worn when operatedEven loads, with sides secured before drivingHandbrake always usedNot to be used around group villages when young people are present except in emergency.Speed limit of 10mph during event to be observedDiesel vehicle presents low fire riskRefuelling only to be done by trained event teamLights to be used in the dark | 1 | 4 | 4 | Briefing to cover good observation, tipping risk, handbrake usage, seat belts, key removal, 10mph speed limit, safe loading, safe manoeuvring and no-go areas during event days.Fuel bowser is locked and cannot be accessed without key from events team. |
| Site & Group Villages | FireCaused by nature or accident |  | Everyone | 2 | 4 | 8 | Each village has an extinguisherEach tent has bucket of water outside each tentInstructions for evacuation of siteEnsure that all exits and entrances to site are kept clearSmokers to smoke in marked areasInstructions for evacuation of site to be posted in information centre and in information bookletIn event of fire notify the TeamImplement evacuation procedure | 1 | 4 | 4 |  |
| Site & Group Villages | Extreme weather conditions | FloodingSun burnHigh winds | Everyone | 2 | 5 | 10 | Ensure that all tents are secureEnsure adequate space between each tent and between each villageEnsure that all young people are asked to wear sun block and suitable coveringEnsure that all entrances and exits are kept clearEnsure that all keep up fluid intakeIf weather is looking bad listen to radio for flood alertsCheck the site regularlyInstructions for evacuation of site to be posted in information centre and leaders’ informationOrganise suitable evacuation point.Announcement in leaders’ meeting | 2 | 2 | 4 |  |
| Group Villages |  Tents | Falling over guy ropes and tripping on tent pegsFloodingFireTents collapsing | Everyone | 3 | 2 | 6 | Ensure tent pegs and guy ropes are secured as close to the tent as is practical.Ensure that there is adequate space between each tentRemind young people to secure tents when they leave the villageEnsure that the tents are secureNo young person under 18 to be in a tent on their ownAdults to supervise the erection of tentsRegularly check that tents are secure | 2 | 2 | 4 | If there is concern notify a member of the TeamOrganisation before the camp |
|  | Cooking equipment | FireBurns and scaldsCutsGas leak | Everyone – Particularly those designated to cook and prepare food | 2 | 4 | 8 | Ensure that there is a fire extinguisher near byAdults to supervise cookingAdults to supervise food preparationTurn off gas after use and each nightAct on preventative measuresIf 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 courseGood hygieneFood stored properly.Utensils to be cleaned thoroughly, especially where high risk foods such as raw meat is being handled.Perishable food to be bought dailyPlace 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 allergiesRead all participants health forms carefully for information about dietary requirementsCheck contents of food for ingredients.Manage food safely avoiding cross contamination.People with serious allergen response to have appropriate epipen.  | 2 | 3 | 6 | Call the first aider.In the event of anaphylaxis, call 999. |
|  | Tables and chairs | Trapping fingers and limbsFalling off chairsTables collapsing | Everyone | 2 | 2 | 4 | Awareness of potential risk and therefore vigilanceCheck all chairs and tables are secure | 1 | 1 | 2 |  |
|  | Hazardous Substances | Ingestion of substancesSkin Burns | Everybody | 2 | 3 | 6 | Make sure all bottles are marked clearly with contentsKeep hazardous substances in leaders’ tents | 1 | 3 | 3 |  |
| CAFE | Temporary structures | Coming looseCollapsingCausing 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 installedAll 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 foodFood allergies | Everybody | 2 | 3 | 6 | Regulate queuing so that hot drinks do not get knocked overBe aware of the ingredients of what is being soldHave signs for queuingCheck the ingredients of things being sold especially little sweetsMake all team aware of hot products and safety procedures for using equipment in the café kitchen | 1 | 3 | 3 |  |
|  | Tables and chairs | Collapsing and trapping limbs | Everybody | 2 | 2 | 4 | No standing on tables or chairsChairs to be stacked laying flat when foldedSignsVigilance | 1 | 1 | 2 |  |
|  | FireElectrical or otherwise | BurnsTrapped inside venueCrushing on exit | Everybody | 2 | 4 | 8 | Relevant fire extinguishers in the café and marked clearlyAll fire exits to be marked and left clearEvacuation procedure posted clearlyProvide clear signs | 1 | 3 | 3 |  |
| TOILETS/ SHOWERS | Using the facilities | Lack of privacySafeguarding | Everybody | 2 | 3 | 6 | Curtains across the showersDoors locking toiletsEntrance door to toilet block kept closedLeaders 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.All leaders to have current clear DBS check.  | 2 | 2 | 4 |  |
|  | Electrical faults Due to loose connectionsDue to water and damp | Electric shock | Everybody | 2 | 4 | 8 | Ensure wiring is well insulatedEnsure plugs securely fitted to wallKeep area dryThe toilet and shower block to be checked with Plumpton manager before the camp beginsCheck the floor frequently for dampness | 1 | 4 | 4 |  |
|  | Hygiene | Sickness | Everybody | 2 | 4 | 4 | Sanitary disposal bags and bins provided Labels for useToilets kept cleanAdequate toilet tissueSigns about sanitary disposalToilets to be checked and cleaned regularly | 1 | 2 | 2 |  |
|  | Hazardous substances | IngestionBurns | Everybody | 2 | 3 | 4 | Cleaning chemical stored away from toilets and showers | 1 | 2 | 2 |  |
|  | Fire |  | Everybody | 2 | 4 | 8 | Extinguishers present and clearly labelledExit kept clear and clearly labelledRegular checks | 1 | 4 | 4 |  |
|  | Trips, slips and falls | Injury to bodyBruisesBroken bonesCuts and grazes |  | 3 | 2 | 6 | Floors to be kept dry and cleanNo running in toilet and shower blockRegular checksGroup leaders to ensure no running by their young people | 2 | 2 | 4 |  |
| CHILDREN’S ACTIVITIES | Games - Slips, trips and falls  | Injury to bodyBruisesBroken bonesCuts and grazes | Everybody | 2 | 2 | 4 | Due care when playing gamesAdequate supervisionCheck games equipment | 1 | 2 | 2 |  |
|  | Craft | Injuries from use of scissors, glue and other craft equipment | Everybody | 2 | 2 | 4 | Children’s safety scissorsUse only water-based paintand children’s glueConstant 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 helpersIngredients of food and drink will be notedAsk all parents to complete a health consent form for childrenCheck the ingredients of all food and drink | 1 | 3 | 3 |  |
|  | Equipment/plant | Slips, trips and fallsFurnishings of room which jut out a head levelBehind the bar area | Everybody | 2 | 2 | 4 | Supervised activitiesMark the furnishing which juts outCordon off the entrance to behind the barNoticesTell the children | 1 | 2 | 2 |  |
|  | Hazardous substances  | IngestionBurns | Everybody | 1 | 4 | 4 | Kept out of the reach of childrenDo 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 clearlyFire exits marked and kept clearTell children what to do if they must leave quicklyMake signsBe vigilant | 1 | 5 | 5 |  |
| 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 floorTripping over anchor pointsCuts from sharp objects under sheetFriction burns from plastic sheeting or grass at other endSoap in eyesTripping on tarpsInjury from collision with third party inspectorInjury from collision with another riderAdverse weather conditions | Everybody | 3 | 3 | 9 | Sheet to be laid out large enough that the part to ride is clear of any anchor pointsSupervised at all timesWater to be kept flowing so as to prevent friction burnsSpectators to stand back from riding areaNew rider not to commence sliding until previous rider has moved clear of plastic sheetingArea underneath sheeting to be thoroughly checked for sharp objects, lumps or bumpsRiders to be wearing appropriate clothingRiders to remove dangly jewellerySheet to be held down by surface anchorsOnly washing up liquid is to be used, and no other chemicals are to be added to the tarps.Volunteers to supervise stop and goLeaders 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 | 2 | 2 | 4 |  |
| Stage Games | Mattress race game | Young person falling from inflatable into crowdPerson in crowd crushed by falling young personPerson in crowd kicked or punched by young person on inflatablePerson in crowd punched by other crowd member pushing inflatable up over their headInflatable falls off the end of the crowd | Everybody | 2 | 3 | 6 | Small young person that fits entirely onto inflatable to be chosenRider told to lay flat and spread their weight evenly – spreading arms and legsRider instructed to stay stillCrowd asked to shuffle right forward in marquee to give a dense surfing areaAdult spotters located around the edge of the crowd to prevent fall off inflatable at edge of crowdFirst aider on hand – Security guard – Have Radio to hand | 2 | 2 | 4 |  |
|  | Musical Splatues | Tripping over chairsFalling from stageAllergic reaction to the shaving creamShaving cream in the eyes or inhaledBashed nose or face | Game Participants | 2 | 2 | 4 | Check participants aren’t allergic to shaving foamInstruct young people to shut their mouth and eyesLeader to do the pieing and do it gently so as not to injure the participants faceKeep chairs and participants well back from the edge of the stageSomebody to help participants off stage after they’ve been piedTowels available for people to clean up after they’ve been pied | 1 | 2 | 2 |  |
|  | Tea Towel Grab |  Everyone participatingPhysical contact with other potentially unknown young people | Everybody | 2 | 1 | 2 | Young people given the opportunity to opt out if they don’t want to join inInstructed that it’s a gentle single finger tap on the shoulder, not a slap or a caress. | 1 | 1 | 1 |  |
|  | Caterpillar game | crawling off the stagebumping headsGetting stepped onCrawling on something sharpAllergy to the food | Participants | 2 | 2 | 4 | Leaders to watch where young people are crawling and intervene if they get themselves into an awkward placeMax of 4 on the stage participating in the game so as not to keep bumping into each other and to reduce the risk of falling off the edge of the stageCheck no allergies to foods before start.Participants to remove blindfolds before standing and walking around | 1 | 2 | 4 |  |
|  | Biscuit pong | Young person with an allergy to the biscuit |  | 2 | 3 | 6 | Check young person has no allergies that could be triggered by the biscuit | 1 | 3 | 3 |  |
| **Workshops** | Bell Ringing  | Structure collapsing. Rope burn. Over straining. Running into the structure  | All those partaking in activity.  | 3 | 2 | 6 | Make sure the activity is staffed at all times, and when not in use make sure the structure is clearly visible, and out of the way of games.  | 2 | 1 | 2 |  |
|  | Mechanics  | Cuts, scrapes, crushing (pinching). Injury with tools.  | All those partaking in activity.  | 4 | 2 | 8 | Activity to be staffed at all times. PPE to be worn by those partaking.  | 2 | 2 | 4 |  |