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 collapsing  Personnel falling from ladders  . | All persons | 2 | 4 | 8 | Frequent checks of all equipment  Hard 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 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 / adult 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  Record of cars resident on site | 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 |
|  | 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 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 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 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 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.  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 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  Collision with tents  Running over people  Trapped fingers  Unsecured loads  Rolling over  Slipping on wet ground  Refuelling | Crushing injuries  Equipment falling off and causing injury  Injury after collision  Destabilising or toppling a structure leading to injury  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. | 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 drive  Key safety – keys always removed when not in use.  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 | 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 | Fire  Caused by nature or accident |  | Everyone | 2 | 4 | 8 | 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 | 1 | 4 | 4 |  |
| Site & Group Villages | Extreme weather conditions | Flooding  Sun burn  High winds | Everyone | 2 | 5 | 10 | Ensure that all tents are secure  Ensure adequate space between each tent and between each village  Ensure that all young people are asked to wear sun block and suitable covering  Ensure that all entrances and exits are kept clear  Ensure that all keep up fluid intake  If weather is looking bad listen to radio for flood alerts  Check the site regularly  Instructions for evacuation of site to be posted in information centre and leaders’ information  Organise suitable evacuation point.  Announcement in leaders’ meeting | 2 | 2 | 4 |  |
| Group Villages | Tents | Falling over guy ropes and tripping on tent pegs  Flooding  Fire  Tents 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 tent  Remind young people to secure tents when they leave the village  Ensure that the tents are secure  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 | 2 | 2 | 4 | If there is concern notify a member of the Team  Organisation before the camp |
|  | 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  Check 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 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  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 | 1 | 3 | 3 |  |
|  | 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.  All leaders to have current clear DBS check. | 2 | 2 | 4 |  |
|  | 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  Fire exits marked and kept clear  Tell children what to do if they must leave quickly  Make signs  Be 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 floor  Tripping over anchor points  Cuts from sharp objects under sheet  Friction burns from plastic sheeting or grass at other end  Soap in eyes  Tripping on tarps  Injury from collision with third party inspector  Injury from collision with another rider  Adverse weather conditions | 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  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 | 2 | 2 | 4 |  |
| 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  Allergic reaction to the shaving cream  Shaving cream in the eyes or inhaled  Bashed nose or face | Game Participants | 2 | 2 | 4 | Check participants aren’t allergic to shaving foam  Instruct young people to shut their mouth and eyes  Leader to do the pieing and do it gently so as not to injure the participants face  Keep chairs and participants well back from the edge of the stage  Somebody to help participants off stage after they’ve been pied  Towels available for people to clean up after they’ve been pied | 1 | 2 | 2 |  |
|  | Tea Towel Grab | Everyone participating  Physical 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 in  Instructed 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 stage  bumping heads  Getting stepped on  Crawling on something sharp  Allergy to the food | Participants | 2 | 2 | 4 | Leaders to watch where young people are crawling and intervene if they get themselves into an awkward place  Max 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 stage  Check 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 |  |