

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	By whom?	By when?
Exceeding the event capacity	Event attendees and participants	Event capacity established on Event Application Form. Capped at 4,999.  Events likely to attract large numbers, arrangements to ensure capacity not exceeded in advance, otherwise consider alternative venue.  On-the-day monitoring of actual numbers in attendance to ensure capacity not exceeded, this being overseen by the event organiser.	None		
Effective Evacuation	Event attendees and participants	Exit routes easily identifiable, including open southern boundary.  Event supervisor conducts 'on-the-day' check of venue, including means of escape.  Staff/volunteers present to assist attendees in evacuating site (disabled/vulnerable persons as per O.S.35) and have received necessary briefing to carry this out effectively.	No Further action. Full Emergency procedures plan in place for fire and other emergencies		
Event attendees or participants sustaining injury or becoming ill	Person requiring first aid assistance	Staff/volunteers present to assist should first aid assistance be required and have received the necessary briefing to carry this out effectively. (O.S.37 applies)  Organisers risk assessment should inform if professional medical service is being contracted, particularly necessary if sports activity is planned.	None		
Large gatherings of people outside the site/leaving the site	Close proximity to road ways and collision with vehicles, particularly when leaving the event.	Pedestrian areas around the site suitable to accommodate large numbers, checked for condition and adequately lit. Staff/volunteers to monitor/action and liaise with Police for safe dispersal if required. If effective crowd management cannot be realistically achieved, consider SIA contractors and/or other venue.	None		
Smoking incl. E-Cigarettes	Legal Compliance	No smoking within marquees and other structures	No further action necessary.		
Emergency Procedures and exit signage	Public evacuation needs to follow clear routes	There are two exit points to the west, one to the north, one to the east and the southern boundary is open albeit for a grassed slope area to the footpath. Suitable signage non-illuminated in place	Ensure all signage is correctly maintained. See Fire & Emergency Evacuation plan.		

Slips, trips and falls	Staff and customers slipping/tripping/falling suffering fractures and bruising etc	The site will be maintained to its usual standard for public open space. Ground conditions will be monitored during lead up to event if poor weather conditions. Wires/cablings etc. to be above head height wherever possible. Any cables at ground level must be secured with adequate fixing and covered at reasonable intervals to prevent trips. Sloped exit at southern boundary not to be used as main ingress/egress point in poor weather. Good housekeeping – work areas will be kept tidy, goods stored suitably etc. Event organisers will be responsible for ensuring safety and security of own material.	Assessment of the ground conditions and subsequent recommendations or cancellation made to event organiser.  Identify any ground level cables with hazard tape between fixings/coverings.	Estates & Facilities Manager  Event organiser	In week leading to the event, once likely weather known.  By published start time of event.
Falls from height	Staff/volunteers may suffer serious, possibly fatal, injuries falling from any height. For example when setting up or breaking down structures might fall from ladders.	Ladders will be suitable, regularly inspected, and used only for light work of short duration. Event organisers' responsibility.	No further action at this stage		
Manual handling	Staff/volunteers receiving back, neck and limb injuries from lifting heavy loads.	All staff/volunteers are briefed how to lift properly.	No further action at this stage		
Gas	Staff/volunteers and others risk injury from fire and explosion if equipment not properly maintained and used.	Must be included in Event Organisers specific assessment, including LPG use and storage.	No further action at this stage.		

Violence and antisocial behaviour	<p>Staff/volunteers may suffer assaults, threats and abuse from members of the public.</p> <p>Disorder from groups of people who congregate in the area.</p> <p>Intimidation and abuse, including racial harassment.</p>	<p>Staff/volunteers will adhere to legal requirement not to sell alcohol other than in the terms and conditions granted. This includes setting up alcohol related stalls as plan provided (See O.S 1) and marshalled as per organisers risk assessment, <i>which should give own minimum number of marshals and its justification to ensure Licence conditions upheld at all times.</i></p> <p>Staff/volunteers are trained/experienced in strong communication methods and how to avoid confrontation, following policy and know when to call police etc.</p> <p>Staff/volunteers will provide helpful, polite service and will not confront event attendees unless to prevent a criminal act.</p> <p>Incident log will be kept and filled out as soon as possible after any incident. Incident log will be kept for inspection by the Designated Premises Supervisor at any point. Cashing up done after hours/out of customers' sight with second person in attendance. CCTV is installed and clearly visible. NFDC Protocol with Police re CCTV for evidential purposes. No drinks within glass vessels to be sold, whether alcoholic or otherwise. See O.S.6. Staff/volunteers will ensure a zero tolerance of drugs activity will be maintained. Liaison will take place with police regarding any suspected drug activity. Door Staff will be used where appropriate and will be SIA licensed.</p>	<p>Organiser to adequately brief all volunteers. Training must be sought where necessary.</p> <p>(Log books to be used as appropriate)</p> <p>Continue to keep good liaison with local police and check latest advice.</p> <p>Ensure all incidents promptly investigated.</p> <p>Don't resist robberies</p>	Event Organiser	By event date
Fire	Staff/volunteers and Customers at risk in the event of fire	<p>Included in Event Organisers specific assessment</p> <p>Senior organiser to check exit points are clear on event Opening and during.</p>	<p>Full emergency procedures and evacuation policy in place.</p> <p>Fire buckets/extinguishers covering each marquee/structure and barbecue areas</p>		

Noise	Noise that escapes from the site may affect neighbours in an anti-social manner	<p>Event HOTLINE number attended to by nominated person from organisation responsible for event, as named on Event Application Form. Person responsible to react in appropriate way and log in incident book.</p> <p>Amplified music or sound events will be monitored at intervals by organiser to ensure kept at reasonable levels, preferably by experienced sound engineer with monitoring equipment.</p>	D.P.S. to note noise at sound sensitive points as necessary.	Estates & Facilities Manager (DPS)	Event days
Breakages	Staff /volunteers risk cuts from broken glass from clearing up after breakages of bottles.	<p>If breakages occur during decanting, they are cleared up using dustpan and brush kept behind bar counter, with staff wearing thick gloves.</p> <p>Staff told not to pick up broken glass with hands. Debris put in cardboard box to reduce risk to refuse collectors.</p>	No further action necessary.		
Hazardous substances	Staff can suffer chemical burns or develop dermatitis	Included as part of Event Organisers specific assessment as necessary	No further action at this stage		
Electricity	Staff/volunteers and customers could get electric shocks from faulty/damaged wiring or electrical equipment	<p>Safety should be tested then text included in the Event organisers' specific assessment. For example:</p> <p>Portable appliances to be checked by a qualified electrician at intervals stipulated by that professional. Staff/volunteers will be briefed to spot damaged equipment, plugs, cable and fittings and take out of service.</p> <p>Staff/volunteers will be told where fuse box is to turn off electricity in the event of an emergency. Fuse box/consumer unit will be kept accessible at all times.</p>	<p>Town Council infrastructure safe and fit for purpose.</p> <p>Copies of PAT will be required before event date.</p>	NMTC	Min. 2 weeks before event