



## Appendix A Risk Assessment

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Author:	Name: Ryan Esson Position: Director Company: GoTo Live Ltd [REDACTED]

## Risk Assessment

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment prepared by GoTo Live Ltd, on behalf of MJMK Ltd for the event: Dynamic Festival London has been based on the music event to be held at Morden Park, London. The assessment also incorporates the experience of undertaking previous and similar events.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers to Dynamic Festival London and will be taken into consideration when drafting further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. Dynamic Festival London management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed  $S \times L = R$ . S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a process of continuous assessment and reassessment will be undertaken by the Event Management Team to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

**Risk Matrix**

DEFINITIONS	<i>Likelihood</i>			
	RISK RATING	Low = 1	Med = 2	High = 3
<b>Severity</b>	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

*Severity x Likelihood = RISK RATING*

**RISK RATING**

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

**DEFINITIONS**

**Severity**

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

**Likelihood**

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

**CONTENTS**

1. Event infrastructure – Build and Breakdown
2. Event infrastructure - Working at Height
3. Catering
4. Marquees & Temporary Structures
5. Live Event
6. Fire Risk Assessment

1. Event Infrastructure – Build and Breakdown										
<p><b>Arrival and Event installation procedures:</b> Failure to maintain control of equipment.</p> <p>Lack of familiarity of event site and site safety rules.</p>	1.1	Event staff, contractors and members of the public.	3	1	M	<p>Event Safety Advisor should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities.</p> <p>Load in may necessitate traffic/people management.</p> <p>Temporary barriers should be erected around work sites during build/dismantle, etc.</p> <p>All contractor vehicles/plant movement to be supervised.</p> <p>All persons to be trained and competent.</p> <p>All contractors, visitors and working personnel will receive a health &amp; safety induction upon first arrival to the site.</p>	2	1	L	
<p><b>Working light:</b> Insufficient visibility for working</p>	1.2	Event staff, contractors and members of the public.	3	1	M	<p>Ensure adequate lighting levels if build/dismantle during hours of darkness.</p>	2	1	L	
<p><b>Use of Electrical equipment:</b> Electrical Shocks or Burns</p>	1.3	Event staff and contractors	3	2	H	<p>All individual contractors own power supplies to be certified as appropriate &amp; safe for use.</p> <p>Use of 110V or battery operated tools where practicable</p> <p>Portable tools, etc to be examined and certificated.</p>	2	1	L	<p>Suitably qualified &amp; competent electrician to carry out all electrical installations.</p> <p>Sign-off required by Event Safety Advisor.</p>

						Event Safety Advisor to monitor				
<b>Storage of Materials:</b> Falls, trips, unsafe stacking and or collision	1.4	Event staff and contractors	3	2	H	<p>Safe storage locations to be identified by contractors with Site Manager in advance.</p> <p>Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision.</p> <p>Security may be needed if left unattended.</p>	2	1	L	
<b>Medical Provisions:</b> Lack of adequate medical provisions	1.5	Event staff and contractors	3	3	H	<p>The Event Safety Advisor will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Operations/Production Manager will distribute to all site crew this information prior to the build.</p> <p>The Operations/Production Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees.</p> <p>Cocoon in the Park will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.</p> <p>Event Safety Advisor will identify the location of the nearest hospital with an operational A&amp;E Department.</p>	2	1	L	Contractors will be encouraged to inform the Event Safety Advisor of any additional first aid provisions that may be required due to the nature of the work.

<b>Lack of protection for head, hands, feet, ears:</b> Cuts, lacerations, concussions, crushing injuries etc.	1.6	Event staff and contractors	2	2	M	<p>Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p> <p>Signage/barriers placed as appropriate.</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe.</p> <p>Event Safety Advisor to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/periods where PPE is necessary.</p>	1	2	L	
<b>Manual Handling:</b> Back injuries, strains, sprains, etc	1.7	Event staff and contractors	2	3	H	<p>Task specific risk assessments to be undertaken by individual contractors.</p> <p>Staff of competent contractors to be trained in 'Kinetic' lifting techniques.</p> <p>Appropriate design of equipment.</p> <p>Weight of equipment to be established before lifting operation proceeds.</p>	2	1	L	Mechanical handling devices to be used whenever possible.
<b>Erection and Breakdown of Structures:</b> Falling materials.	1.8	Event staff and contractors	3	2	H	All structures to be erected by competent contractors who should have been vetted in advance by Event Safety Advisor.	2	1	L	

<p>Vehicle movement. Unstable part of completed structures</p>						<p>The safety of the contractor's employees is the responsibility of the contractor. The Event Safety Advisor should, however, intervene if unsafe working practices are observed.</p> <p>Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.</p> <p>Such working areas should be barriered and/or stewarded.</p> <p>Head protection should be worn where necessary.</p> <p>Method Statements and/or Risk Assessments to be provided where appropriate.</p> <p>Banksman must be used to be assist in the reversing of the vehicle. Event Safety Advisor to audit compliance with method statements.</p>				
<p><b>Incorrect and/or Unstable Structures:</b> Potential for total or partial collapse.</p>	<p>1.9</p>	<p>Event staff, contractors and Event attendees.</p>	<p>3</p>	<p>2</p>	<p>H</p>	<p>Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions.</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted.</p>	<p>2</p>	<p>1</p>	<p>L</p>	



						<p>The Event Safety Advisor should monitor the erection.</p> <p>The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person.</p> <p>The Event Safety Advisor should intervene if serious breaches of safe practice by contractors are observed.</p>				
<p><b>Weather Conditions:</b> Extreme heat, extreme cold, wet weather, high wind conditions</p>	1.10	Event staff and contractors.	2	2	M	<p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site.</p> <p>The Event Safety Advisor will monitor the weather conditions and will have the authority to stop all activities until conditions improve.</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Suitable PPE must be used including suitable outdoor clothing, gloves, suitable footwear etc.,</p> <p>Use of sunblock etc. Ensure sufficient water is available for hot weather. Welfare facilities available for hot drinks, rest breaks and shelter will be available during cold and wet weather.</p>	2	1	L	
<p><b>Site Clearance:</b> Cuts and puncture wounds.</p>	1.11	Event staff, contractors and Event attendees	2	2	M	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out.	1	1	L	

						<p>Any persons required to litter pick should be provided with suitable pick up tools and gloves.</p> <p>All persons involved should be made aware of the potential health risks.</p>				
<p><b>Equipment on Hire:</b> Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation &amp; maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.</p>	1.12	Event staff, contractors and general public	3	2	H	<p>The Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted.</p> <p>All users must be competent and, if necessary, properly insured.</p> <p>Event Safety Advisor to monitor</p> <p>Users will be trained and competent and hold the appropriate licence. Records of all licenses will be held and checked by the production office prior to signing plant out.</p> <p>Daily Defect checks will be carried out by the plant manager each day and by the plant operator each time the equipment is signed in and out.</p>	2	1	L	<p>If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request</p>

<p><b>Communication Failure:</b> Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.</p>	1.13	Event staff, contractors and General Public	2	3	H	<p>Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios.</p> <p>The Operations/Production Manager will publicise this information prior to the event build.</p>	2	1	L	All Contractors should inform the Operations/Production Manager as to any requirement for safety critical communications they may require.
<p><b>Loading &amp; Unloading Vehicles:</b> People may be injured by reversing vehicles, blocking of access &amp; egress routes and insufficient crew assigned to unload vehicles.</p>	1.14	Event staff, contractors and General Public	3	2	H	<p>The Operations/Production Manager will control and ensure proper supervision of vehicle unloading and loading.</p> <p>If unloading/loading is undertaken on a public highway hazard signage will be displayed and red &amp; white tape used to restrict access/cordon off the area.</p> <p>In areas of high risk, barriers will be put in place to create exclusion zones, and prevent unnecessary access to the area.</p> <p>High Visibility jackets must be worn when unloading vehicles on the public highway. Gloves, hard hats and toe protection boots to be worn to minimise injury from falling objects.</p> <p>Lifting aids are to be utilised where ever possible such as fork lifts, pallet trucks, etc.</p> <p>Ramps to be used where possible, with sufficient man power suitable for the load that is been moved.</p>	2	1	L	All Contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment.

						Edge protection is to be used on open sided vehicles to prevent objects and persons falling from the side.				
<b>Welfare Provisions:</b> Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.	1.15	Event staff and contractors	2	2	M	<p>The Operations/Production Manager should always identify the nearest available drinking water point and toilets.</p> <p>When necessary Cocoon in the Park will provide these facilities on site.</p> <p>The Event Safety Advisor must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.</p>	1	1	L	
<b>Drugs &amp; Alcohol:</b> Reduction of stamina, disorientation, incoherence, lack of judgement	1.16	Event staff and contractors	3	2	H	<p>All staff to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by Cocoon in the Park.</p> <p>The Operations/Production Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.</p>	2	1	L	

<p><b>Use of Personal Protective Equipment (PPE):</b> PPE should only be used as a 'last resort' control measure</p>	1.17	Event staff and contractors	3	2	H	<p>All staff using PPE must be trained by a competent person in its use.</p> <p>The Event Safety Advisor will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.</p>	3	1	M	<p>The Event Safety Advisor insists that the use of safety harnesses is reduced to the lowest possible level.</p>
<p><b>Noise Levels:</b> Crew and staff may be working in the vicinity of high sound levels in excess of 80 dB (A)</p>	1.18	Event staff and contractors	3	2	H	<p>The Operations/Production Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE) and provide it when deemed necessary.</p> <p>Ear Protection is available from the production office and stage managers at all times.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight hour period to be identified and signed.</p> <p>Event Safety Advisor on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Operations/Production Manager to ensure that sound system is designed, installed and operated by competent persons.</p>	2	1	L	<p>Operations/Production Manager to investigate if there are any local regulations concerning Noise, prior to the event build and if any of their contractors will be producing high sound levels.</p> <p>All Contractors should inform the Operations/Production Manager prior to the build if any equipment is likely to make a significant amount of noise.</p>

<p><b>Lifting Operations:</b> All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.</p> <p>Failure of lifting equipment, overloading of lifting equipment, insufficient maintenance of lifting equipment. Use of lifting equipment by untrained or unsupervised personnel.</p>	<p>1.19</p>	<p>Event staff and contractors</p>	<p>3</p>	<p>3</p>	<p>H</p>	<p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting &amp; lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>The Operations/Production Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations Regs 1998.</p> <p>Event Safety Advisor to monitor.</p> <p>When in operation, forklifts must be used with a competent banksman wearing a high Visibility jacket.</p> <p>All lifts to be planned and supervised by a competent person. All lifting equipment to have a current Certificate of Examination.</p> <p>Pre-use checks must be carried out prior to each use of the equipment.</p> <p>Persons carrying out the slinging trained and competent.</p> <p>Area cordoned off to create an exclusion zone and safe working area.</p>	<p>3</p>	<p>1</p>	<p>M</p>	<p>All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build</p>
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						PPE to be worn at all times- Hi Vis, Hard Hats and Gloves.				
<p><b>Control of substances hazardous to health:</b>                  Certain substances if not stored and used correctly can cause injury.                  Burns, skin &amp; eye irritations</p>	1.20	Event staff and contractors	2	2	M	<p>The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufactures Hazard Data sheets will be stored in the appropriate first aid point.</p> <p>All hazardous substances are stored in secure and marked container</p> <p>The correct PPE must be worn when required</p> <p>Contractor to provide COSHH specific Risk Assessment and Method Statement.</p> <p>Event Safety Advisor to monitor.</p>	2	1	L	

2. Event Infrastructure – Working at Height										
<p><b>Supervision and Work at Height:</b> Supervision the use of access equipment, ladders and access towers etc.</p> <p><b>Use of Mobile elevated work platform (MEWP):</b> Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts</p>	2.1	Event staff and contractors	3	2	H	<p>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Safety Advisor must have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Event Safety Advisor must monitor all work activities that are undertaken at height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access and a suitable exclusion zone is in place.</p> <p>Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use. Cradles, Harness worn and debris netting to be used to offer collective protection.</p> <p>All personnel working on scaffolding access platforms to be PASMA trained.</p> <p>All personnel using MEWP's must be suitable trained and competent in the use and have a suitable qualification to support this, such as IPAF.</p> <p>Event Safety Advisor to check MEWP Licences.</p>	3	1	M	<p>Great care must be exercised whilst working at height in areas that the event attendees have access to.</p> <p>Event Safety Advisor to check MEWP Licences.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/Operators will become key holders for the plant/equipment type designated.</p> <p>Keys must be returned to the Production Office at the end of plant/equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the ignition.</p>



						<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP. Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL. Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary to create an exclusion zone.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.</p> <p>Production Office and Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p>				
<p><b>Working at heights (Aluminium Towers):</b> There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</p>	2.3	Event staff and contractors	3	2	H	<p>Towers to be erected by competent personnel only.</p> <p>Use of outriggers where applicable. Never overload working platform.</p> <p>Towers always to be erected on firm level grounding.</p>	3	1	M	Always climb tower from inside. Adequate handrails to be provided.

						<p>Always empty platform before releasing wheel locks</p> <p>NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM.</p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails. Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Event Safety Advisor to monitor.</p> <p>Access platforms are to be built under supervision of person Trained to PASMA standard, Checked by a competent person.</p> <p>Scafftag system used to indicate if scaffold has been inspected and is safe to use.</p>				
<p><b>Work at height (ladders);</b> There is a risk of falls of personnel from steps overturning.</p> <p>Falls from Ladder, Falling Objects, Failure of ladder incorrect ladder used etc.</p>	2.4	Event staff and contractors	2	2	M	<p>Consider the use of a small Access Tower as an alternative work platform or an MEWP.</p> <p>Ensure all ladders are suitable for the task and are well maintained. Ladders are to be inspected before each use to check for defects.</p> <p>Industrial quality ladders to be used only.</p>	2	1	L	

					<p>Ladders to be secured and tied off where ever possible.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs. Ladder always to be footed. Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person. The use of two ladders with deck between should be avoided</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration – 15 to 30 minutes.</p> <p>3 points of contact to be maintained at all times</p> <p>Event Safety Advisor to monitor.</p>				
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3. Catering										
<b>General Arrangement of Temporary Units:</b> Overcrowding/Pinch points	3.1	Event staff, contractors and Event attendees	3	2	M	All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.  Catering equipment to be allocated in advance on to plan showing detail of unit dimensions.  Event Safety Advisor to monitor	2	1	L	

<p><b>Generators:</b> Fire and electric shock</p>	<p>3.2</p>	<p>Event staff, contractors and Event attendees</p>	<p>3</p>	<p>1</p>	<p>M</p>	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>Fuelling to be carried out by competent persons only. All fuel tanks to remain locked when not being filled. Diesel spillages to be managed by competent persons and mopped up as per contractors procedures. Spills kit will available with tanker</p> <p>No petrol generators to be used. Generators to be located in secure areas away from public.</p> <p>Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Generators to use extended exhaust stacks to minimise possibility of exhaust gas ingress to buildings in the vicinity.</p> <p>Minimise quantities of fuel stored at any one place/ event site.</p> <p>All fuel to be stored outside in a well-ventilated area. Fuels must be securely stored to prevent unauthorised access to them.</p>	<p>2</p>	<p>1</p>	<p>L</p>	
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						<p>Fire Extinguishers provided in all locations of stored fuel or generators.</p> <p>No smoking signage to be in place near fuel storage areas.</p> <p>Generators and electricals tested and certified prior to use by a competent electrician.</p> <p>Earth and Circuit breakers tested on all generators prior to use.</p>				
<p><b>Cable Runs:</b> Slips, trips and falls</p>	3.3	Event staff, contractors and Event attendees	2	2	M	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level cable runs preferred.</p> <p>When possible cables should be 'Trenched' In.</p>	2	1	L	

						Event Safety Advisor to inspect				
<b>LPG:</b> Fire and explosion	3.4	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Event Safety Advisor.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Safety Advisor to inspect</p> <p>No LPG to be stored inside any buildings.</p>	3	1	M	
<b>Cooking Fire:</b> Fire and burn injuries	3.5	Event staff, contractors and Event attendees	2	2	M	<p>Fire fighting equipment to normal requirements and to satisfaction of the Event Safety Advisor to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Advisor to inspect</p>	2	1	L	

						Event Safety Advisor to check food hygiene certification, use-by dates and chill chain processes if applicable				
<b>Waste Storage:</b> Fires	3.6	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas.  Suitable and sufficient fire fighting equipment to be in place  Event Safety Advisor to inspect	2	1	L	



4. Marquees & Temporary Structures										
<p><b>Means of Escape (Temporary structures for public occupation):</b> Panic Crushing Inability to escape</p>	4.1	Event staff, contractors and Event attendees	3	2	H	<p>A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Advisor and Fire Officer prior to build.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.</p> <p>Suitable and sufficient maintained emergency signage and lighting to be available. Cocoon in the Park to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Safety Advisor as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP</p>	2	1	L	<p>Exit doors to be maintained clear inside and outside the tent.</p> <p>Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping</p>
<p><b>Fire:</b> Damage by fire or smoke to persons and/or property</p>	4.2	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted within in any temporary structures.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors.</p>	2	1	L	

						<p>Stewards to be aware of location of extinguishers.</p> <p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.</p> <p>Petrol generators not to be used.</p>				
<b>Temporary Flooring:</b> Slips, trips and falls	4.3	Event staff, contractors and Event attendees	2	2	M	<p>Flooring materials to be laid evenly to avoid any tripping points and be securely fixed.</p> <p>Installer to remain on site until Event Safety Advisor has checked and approved the floor for use.</p>	2	1	L	
<b>Stakes and Ropes (Traditional Marquees):</b> Slips, trips and falls	4.5	Event staff, contractors and Event attendees	2	2	M	<p>Guy ropes, stakes and other anchorages to be positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them.</p> <p>Guy ropes near exit routes or near pedestrian routes shall be clearly marked or barriered off.</p> <p>Stakes and pegs shall be provided with cushioning by either the tent supplier or the client (contract item to be clarified with tent supplier) to prevent abrasion</p>	2	1	L	

						<p>injuries or clearly separated from public areas.</p> <p>Event Safety Advisor to inspect before Event opens.</p> <p>Personnel onsite during event to monitor at regular intervals</p>				
<p><b>Services:</b> Gas, electric, water etc services either overhead or underground Fire, explosion, damage to services</p>	4.6	Event staff and contractors	3	2	H	<p>Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquees to be positioned to avoid these.</p> <p>Services providers to be consulted where there is any doubt relating to the possibility of encountering buried services.</p> <p>CAT Scanners to be used where doubt exists as to the location of Service cables.</p> <p>A permit to work will be required if any ground-breaking activities are to be carried out in hazardous areas.</p>	2	1	L	
<p><b>Wind Loading:</b> Adverse weather conditions, high winds, risk of collapse, breach of structural integrity.</p>	4.7	Event staff, contractors and Event attendees	3	2	H	<p>Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted.</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry.</p> <p>Marquee dismantling or strengthening may be carried out as determined by the contractor.</p>	2	1	L	

						Event Safety Advisor to monitor wind speeds using an Anonometre and checking BBC/Met office Websites on a regular basis.				
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5. Live Event										
<p><b>Overcrowding:</b> Overcrowding of the venue, safe occupant capacity exceeded.</p> <p>Crushing risk, crowd surges, pinch points, bottle necks.</p> <p>Insufficient space for crowd to circulate.</p> <p>Insufficient space for crowd to evacuate safely.</p>	5.1	Event staff, contractors and Event attendees	3	2	H	<p>Capacity of event having regard to site lines and seating /standing arrangements as given in guidance.</p> <p>Events are ticketed, tickets sold in advance.</p> <p>Use stewards/barriers to control crowd movements as required.</p> <p>Licensed safe capacity never to be exceeded.</p> <p>Safe Occupancy levels are calculated by taking into account the minimum floor area fire exit capacity of the venue.</p> <p>Fire Exit Capacity never to be exceed – please see ESMP.</p>	2	1	L	
<p><b>Audience Crush - front of stage:</b> Stewarding control and access.</p>	5.2	Event attendees	3	1	M	<p>The stage will be positioned and provided with sight lines such that it gives the widest possible angle of view for the audience for area available.</p> <p>The type of events and audience profiles suggests pushing forward will not be a serious issue.</p> <p>Stewards will monitor and control area.</p> <p>The audience will be monitored by the event staff to detect any problems.</p>				<p>Procedures to be implemented to communicate these problems to security, first aid, stage manager, Event Safety Advisor that appropriate action is taken.</p> <p>There should be an authority to stop the show temporarily if required; this decision will be made by the Operations/Production Manager.</p>

						The Operations/Production Manager will have a clear sightline to the front of stage				
<b>Emergency Evacuation:</b> Hazards from the need to evacuate.  Localised or whole event area.  Fire, structural collapse, terrorism attack, mass crowd disorder, medical emergency, power cut, fire arms attack, bomb threat, vehicle borne attack.	5.3	Event staff, contractors and Event attendees	3	2	H	An evacuation plan will be agreed with the emergency services.  Emergency announcements made over PA (back up power necessary) to give instructions to the public. This to be supplemented with message relayed on the screens either side of stage.  All access routes to be stewarded.  Stewarding companies and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.  Emergency / fire assembly point as per site plan and ESMP	3	1	M	
<b>Hazards arising through unauthorised access to plant, structures and equipment:</b>	5.4	Event staff, contractors and Event attendees	3	1	M	All plant and equipment will, as far as is possible, be contained in secure areas.  Event stewards to monitor	2	1	L	
<b>Structures:</b> Collapse	5.5	Event staff, contractors and Event attendees	2	2	M	Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (1.9)  The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued and completed.	2	1	L	

						The Event Safety Advisor will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.				
<b>Conflicts between pedestrians and vehicles:</b>	5.7	Event attendees	2	2	M	<p>Ensure that parking areas established for the Event are clearly signed and marshalled.</p> <p>Ensure queuing areas are separated from vehicular routes.</p> <p>Ensure that an effective Traffic Management Plan is in place.</p> <p>No vehicles allowed to operate whilst the events are open.</p> <p>Stewards to control and restrict vehicular access.</p> <p>Steward to wear high visibility clothing.</p> <p>Area to be sufficiently lit.</p>	2	1	L	Emergency vehicles access the site will always use warning lights and alarms if necessary.
<b>Disabled Persons:</b> Crushing of disabled person in crowd, difficulty in evacuation	5.8	Disabled Persons	3	2	H	<p>Provide viewing area where practicable and appropriate.</p> <p>If platform is built, to ensure facilities such as ramps are available for wheelchair users.</p> <p>Stewards in attendance in designated disabled areas to control access.</p> <p>Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate</p>	2	1	L	

<b>Electrical Hazards:</b> Electrocution.	5.9	Event staff, contractors and Event attendees	3	1	M	<p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p> <p>All electrical systems will be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public.</p> <p>A competent electrician will certify all electrical installations are safe to use upon completion and before use.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>	2	1	L	A Temporary Electrical Installation certificate will be obtained.
<b>Medical Provisions:</b> Insufficient, unsuitable provisions in place.	5.10	Event attendees	3	2	H	<p>Provide medical cover commensurate with audience numbers.</p> <p>The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.</p> <p>The NHS Trust will also be consulted, previous years requirements will also be taken into consideration.</p>	2	1	L	Medical provision will be supplied by the event organiser.



<p><b>Noise:</b> Hearing damage.</p>	<p>5.11</p>	<p>Event staff, contractors and Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Work areas where noise expected to exceed 80dB (a) to be identified and signed. Employers on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Sound levels to be monitored at the FOH Mixer position.</p> <p>Operations/Production Manager to monitor.</p>				<p>Sound levels to be also monitored 1mtr away from nearest habitable residence.</p> <p>Licence noise level conditions to be adhered to</p>
<p><b>Loss of Light:</b> Unable to see Secondary systems. Lighting for evacuation</p>	<p>5.12</p>	<p>Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Emergency lighting &amp; emergency exit signage present in permanent structures.</p> <p>Secondary lighting from stage, festoon etc.</p> <p>Key stewards to be provided with torches.</p> <p>Cables taped down and clearly marked, use of cable ramps or overhead truss where appropriate</p>	<p>1</p>	<p>1</p>	<p>L</p>	
<p><b>Static Cameras:</b> Members of the public/audience tampering with camera equipment.</p>	<p>5.13</p>	<p>Event attendees</p>	<p>2</p>	<p>2</p>	<p>M</p>	<p>Cameras and equipment never to be left unattended in areas that the public have access to.</p> <p>When used out doors cameras, wherever possible will be powered by portable 12v batteries.</p> <p>A competent, experienced person will always supervise and monitor camera operatives.</p> <p>When deemed necessary by the Event Safety Advisor camera operatives will</p>	<p>2</p>	<p>1</p>	<p>L</p>	

						be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement.				
<b>Moving cameras, attached to cranes, dollies, carrying devices and hand held:</b> Collisions with people, structures and structure	5.14	Event attendees	2	2	M	<p>Only manufactures approved camera attachments will be use to secure cameras to moving devices designed and fit for the purpose.</p> <p>Secondary forms of attachment (i.e. Safeties) will be fitted to all camera equipment.</p> <p>Camera operatives will be partnered by a competent person who will monitor the surrounding activities and pedestrian/vehicular movement so as to reduce the likelihood of a collision as a result of 'Spatial Awareness' issues.</p> <p>Whenever possible sterile areas will be created and appropriately stewarded to prevent public/audience members accessing camera tracking routes.</p>	1	1	L	
<b>Camera platforms:</b> Collapse, people and /or equipment falling.	5.15	Event staff, contractors and Event attendees	2	2	M	<p>All platforms to be erected by competent contractors.</p> <p>Where necessary handrails and toe-boards will be fitted.</p> <p>Suitable means of access and egress will be fitted.</p> <p>Platforms will be stewarded to ensure that members of the public/audience cannot access platforms.</p> <p>A competent person will inspect platforms each day.</p>	1	1	L	

						<p>If out riggers are used then the area needs to be barriered off.</p> <p>Event Safety Advisor to inspect</p>				
<p><b>Crowd Movements:</b> Excessive movements of crowds between artists. Popularity etc. Large crowds moving to an occupied stage, risk of over-crowding, crushing etc.</p>	5.16	Event staff, contractors and Event attendees	3	2	6	<p>Strategic programming of line-up so that acts of similar popularity are programmed across stages at the same time.</p> <p>'Stage Full' signage to be deployed along with pedestrian barrier to perimeter of areas when they are approaching capacity. Security response teams will be deployed to the perimeter to enforce this. Manual clickers will be used and a 'one in, one out' policy will be enforced to ensure that the stage or venue do not exceed their safe capacity.</p> <p>Stage Managers &amp; Security spotters will monitor the crowd movements from the pit area. If needed then the Event Safety Advisor can be requested to attend and assess the dynamics and density of the crowd. If the density of the crowd is excessive then a show-stop can be implemented. The music will be stopped and the stage manager will ask the audience to take 3 steps back on the count of three.</p>	2	1	2	

6. Fire Risk Assessment										
<p><b>Fire Hazard - Stage:</b> Death, major injury and damage to property</p>	6.1	Event staff, contractors and Event attendees	3	2	H	<p>All structures to stage/front of house to be of flame retardant substances.</p> <p>Stage/mixer to be equipped with CO<sub>2</sub>, powder and water extinguishers. All generators to have dry powder.</p> <p>Stewards to evacuate area to allow trained personnel through if necessary and appropriate.</p> <p>Petrol generators will not be allowed.</p> <p>Evacuation strategy in place</p> <p>Stage to be inspected by Event Safety Advisor</p>	2	1	L	
<p><b>Fire Hazard:</b> Death, major injury and damage to property</p>	6.2	Event staff, contractors and Event attendees	3	2	H	<p>Event stewards to be positioned and continually checking for ignition sources</p> <p>Daily inspection carried out by the Event Safety Advisor.</p> <p>Fire points placed in secure locations – all stewards made aware of there positions prior to the event opening.</p> <p>Selected personnel trained in fire fighting procedures.</p> <p>Evacuation strategy in place</p>	2	1	L	Event site exit values to be calculated using The Regulatory Reform (Fire Safety) Order 2005.
<p><b>Fire Hazard – Temporary structures/bars:</b></p>	6.3	Event staff, contractors and Event attendees	3	2	H	<p>All temporary structures/bars will be inspected prior to opening by the Event Safety Advisor and the Fire Service, if available.</p>	2	1	L	

<p>Death, major injury and damage to property</p>						<p>An Inspection Sheet will be completed and signed by the operator/installer.</p> <p>The following areas will be inspected:</p> <ul style="list-style-type: none"> <li>- Fire Detection and Alarm system</li> <li>- Fire Exits – Suitable and enough properly signed and not obstructed.</li> <li>- Occupancy capacities</li> <li>- Fire Fighting Equipment</li> <li>- Flame Retardancy Certificates</li> <li>- Stewarding numbers</li> <li>- Emergency Procedures</li> <li>- Combustible materials</li> <li>- Storage of Waste will be removed, segregated or minimised where possible to remove unnecessary risk.</li> </ul> <p>The name and contact details of the Responsible Person will be obtained and passed to the Event Safety Advisor.</p> <p>Emergency / fire assembly point as per Site Plan and ESMP</p>				
<p><b>Emergency Vehicle Routes:</b> Becoming blocked or obstructed.</p>	<p>6.4</p>	<p>Event staff, contractors and Event attendees</p>	<p>3</p>	<p>2</p>	<p>H</p>	<p>Emergency Vehicle Routes (EVRs) clearly detailed on site plan.</p> <p>EVRs stewarded at all times event site is open to Event attendee.</p> <p>Trackway to be laid in areas were the ground surface maybe unstable.</p> <p>Stewards policing EVRs to have operation Radios in contact with the ELT.</p>	<p>2</p>	<p>1</p>	<p>L</p>	<p>Event Safety Advisor to facilitate practice runs to ensure practicability of EVRs</p>

<p><b>LPG:</b> Fire and explosion</p>	6.5	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Units to be checked on a regular basis for compliance.</p> <p>Caterers to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Safety Advisor.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Safety Advisor to inspect</p> <p>No LPG to be stored within buildings.</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed.
<p><b>Generators:</b> Fire and electric shock</p>	6.6	Event staff, contractors and Event attendees	3	1	M	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public.</p>	2	1	L	

						<p>Generators to be secured by using 'Heras' fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Generators earthed and fitted with circuit breakers.</p> <p>Earth and circuit breakers tested and certified before use by competent electrician.</p>				
<b>Cooking Fire:</b> Fire and burn injuries	6.7	Event staff, contractors and Event attendees	2	2	M	<p>Background of caterers to be checked by Event Safety Advisor for previous users.</p> <p>All caterers to fill out a Pre-Event Safety Questionnaire.</p> <p>Fire fighting equipment to normal requirements and to satisfaction of the Event Safety Advisor to be required.</p> <p>Caterers to be trained/vetted in the use of extinguishing media.</p> <p>Event Safety Advisor to inspect</p>	2	1	L	
<b>Waste Storage:</b> Fires	6.8	Event staff, contractors and Event attendees	3	2	H	<p>Waste storage close to units to be provided in metal skips in secure locations away from main public areas.</p> <p>Suitable and sufficient fire fighting equipment to be in place</p>	2	1	L	

						Event Safety Advisor to inspect				
<p><b>Means of Escape (Marquees for public occupation):</b> Panic, crushing Inability to escape</p>	6.9	Event staff, contractors and Event attendees	3	2	H	<p>A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Advisor prior to build.</p> <p>Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation.</p> <p>Suitable and sufficient maintained emergency signage and lighting to be available. Cocoon in the Park to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage.</p> <p>Inspection of lighting and signage by Event Safety Advisor as appropriate prior to public use.</p> <p>Emergency / fire assembly point as per site plan and ESMP.</p>	2	1	L	<p>Exit doors to be maintained clear inside and outside the tent.</p> <p>Guys and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked or protected to avoid tripping</p>
<p><b>Arson:</b> Damage by fire or smoke to persons and/or property as a result of a wilful act.</p>	6.10	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers.</p>	2	1	L	<p>Petrol generators not to be used.</p>



						<p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, bs 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.</p> <p>Access to combustibles to be restricted to working personnel by stewards.</p>				
<p><b>Emergency Evacuation:</b> Hazards from the need to evacuate.</p> <p>Localised or whole event area.</p> <p>Fire, structural collapse, terrorism attack, mass crowd disorder, medical emergency, power cut, fire arms attack, bomb threat, vehicle borne attack.</p>	6.11	Event staff, contractors and Event attendees	3	2	H	<p>An evacuation plan will be agreed with the emergency services.</p> <p>Emergency announcements made over PA (back up power necessary) to give instructions to the public.</p> <p>All access routes to be stewarded.</p> <p>Stewarding companies and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.</p> <p>Event staff to be briefed in the evacuation procedures prior to the event.</p>	3	1	M	
<p><b>Décor</b> Risk of ignition and combustion of material used for décor items. This includes décor items</p>	6.12	Event staff, contractors and Event attendees	3	2	H	<p>All décor materials are manufactured with a fire-resistant material to reduce combustibility.</p>	3	1	M	Application of 'Flamebar' to further mitigate the risk of combustion.

flown from the truss and the stage décor sets.										
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