

CRICKLEWOOD SILK ROAD FESTIVAL

**Outdoor event 15th September 2012, Cricklewood
town centre: Brent, Oaklands Road; Barnet,
Outside Crown Moran Hotel, The Green outside
B&Q, Outside the Beacon Bingo**

Event Health & Safety Document

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Available on request:

Programme/Stalls listings

Site Maps (separate)

Contractors risk assessments, insurance and method statements (separate)

- Gallowglass Security
- Ashtead Plant
- Centre Stage

Cricklewood Silk Road Festival

Event Overview

The first Cricklewood Silk Road Festival funded by the Mayor's Outer London Fund (OLF) Round 2 hits town from 13 September 2012. Then it is colour, creativity, vitality and vibrancy all the way to the 15th for Cricklewood town centre.

The term 'Silk Road' alludes to the areas modern role of connecting commercial activities between East and West of the A5 corridor. It highlights the vital role of the place: meeting the needs of its community; welcoming in attitude and appearance; tarry; refuel and enjoy.

The festival aims to bring together the communities that live on the three sides of the town centre, celebrate the creativity abound in the area and increase footfall in the centre.

Outdoor event details

The following are on offer to enjoy:

- Outdoor festival, Saturday 15 September, 12noon to 6pm held at four locations throughout the town centre namely: outside the Crown Moran fondly renamed Jewel in the Crown; the green outside B&Q - The Green Isle; outside the Bingo Hall - Casbah; and finally Oaklands Road, off the Broadway - Cricklewood not Hollywood.
- Be entertained by live bands playing different genre of music, ranging from jazz to afrobeat.
- Cultural dances
- Arts trail and exhibition by local artists
- Live Bingo calls
- Delicious mouth-watering world foods
- Arts and craft stalls
- Story telling and comedy.
- Amazing Donna Maria's Maypole and fairy dancers. Children, both boys and girls are encouraged to come specially dressed up in their favourite costumes.
- Interactive workshops

Cricklewood Silk Road Festival is **FREE**.

Estimated attendance: 1,000 (at one time) 2-3,000 through out the day.

Timings: 112noon-7pm

Date of Event: Saturday 15th September

Outdoor Event Site arrangements - management

Set Up

The site will be measured up a month before the event to ensure that all infrastructure fits sufficiently. All set up will take place between 8am and 11am on the day of the event.

Take Down

The event take down will begin at 7pm. The site will be cleared by 9pm on the day of the event.

Clean Up

John Rymer of Brent Council Street Scene & John Stanton, Barnet Council have been notified. Volunteers will help in litter picking during and after the event.

Health and Safety

The Event Project Manager/Producer will collect, format and present necessary health and safety paperwork and present to Brent and Barnet Councils H&S Managers, in order to assess traders/ stall and supplier paperwork before the event.

Site crew.

No site crew is needed for the build of this event as the hired suppliers will take care of all infrastructure set up and break down.

First Aid.

First Aid provision for the event is being managed by Caring for You Patient Transport Service Ltd and will comprise of 2 first aid staff. This will be supported by first aid staff in Beacon Bingo and Crown Moran.

Stewards and security

There will be a combination of Police (Police officers and safety neighbourhood officers) and security at the event, these will be allocated to overall event security and safety.

The security company for the event are Gallowglass security. This is the first time they have provided security for this event although they have done this for other events in Brent and Barnet. They will provide 2 x officers in Oaklands Road Brent and 1 x officer each in other 3 locations.

There will be more than 10 volunteer event assistants on site who will also be assisting the public and ensuring all event plans and safety rules are adhered to.

Lost Children

The lost child tent will be located at the Wembley High Road stage in the dressing room area located in Oaklands Road which will be manned by 2 members of staff, should a child go missing.

Communications

Key site staff will maintain via mobile phones as the site is too small to merit radio contact. All staff mobile contact details will be held in Oaklands Road Stage by the compere and Event Project Manager. The security staff will communicate via radios.

Signage

Clear signage will direct the audience to various attractions and the two different sites that make up the event. Additional signage will inform the public of specific times of performers and workshops.

Outdoor Event Site arrangements - infrastructure

Staging

The Oaklands Road Stage - Provided by Centre Stage, an 8m x 6m trailer stage.

Marquees

There will be 25 x 3m by 3m and 1 x 6m by 3m marquees with weighting at the event across the sites, purchased from Gala Marquees.

PA

The PA's for both stages will be provided by Centre Stage. These will be fully Pat tested. The Oaklands Road PA will be 3kva with 2 sound engineers.

Power.

The power provider on Oaklands Road will be provided by Ashtead Plants. Power will be silenced Diesel generator with a-3-phase supply, all generators will be earth spiked and will have RCDs.

All exposed cables will be covered and/or kept out of hands reach and the public

Lighting

No lighting is required either for performance or set up/breakdown of this event.

Stalls

There will be 23 stalls at the event including food, drinks, crafts, fashion/accessories and workshops..

Decor

Site décor will include bunting, banners and stage cloth decoration. It will be flame proofed and will be hung so as not to cause any hazard for the public.

Hand-Over certificates

All structures used on site will be required to sign a handover certificate to confirm that they have been erected in line with manufacturer's guidelines and are safe to use.

Toilets

We are supplying two porta loos from Euro Loos. Businesses have signed up to opening their doors to the public.

Water

Water will be sourced from business premises in the town centre and stallholders have been asked to bring along their supplies in kegs.

Fire protection

All marquees will be Flame proofed and all banners/ decoration will be sprayed with Flame retardant spray prior to the event. Access to within 50 metres of any structure will be maintained. Fire equipment provision will provided by the event suppliers and distributed as such -

Marquees	foam extinguisher and a blanket
Stages	CO2 extinguisher and a blanket.
Generators	foam extinguisher placed next to them
Food stalls	foam extinguishers and blankets

Road Closure

Oaklands Road will be closed to car parking from 9pm on 14 September to 9pm on the 15 September 2012. The positioning of temporary signage as agreed with Brent Council Traffic Department will ensure clear warning to drivers of road closure. A resident's letter has been distributed already to residents/businesses on this road to inform them of this and event taking place.

Parking.

Artists and Stallholders and suppliers will be allocated parking at B&Q car park

Licensing

Osita Udenson, Project Manager, has applied for Street Trading License and Temporary Event Notice to both Brent and Barnet Councils

Insurance

Cricklewood Improvement Programme will supply public liability and employees insurance with Event Insurance.

Health & Safety Paperwork

Risk assessments, public liability insurance and installation method statements of all suppliers will be held by the Event Producer on the day of the event.

Contacts List

Org/Company	Name	Responsibility/Role	Contact
Udenson Caldbeck Associates Limited	Osita Udenson	Project Manager, Event Producer and Stage Manager	0787 5588 107
Cricklewood Improvement Programme	Danny Maher	Site Manager, Oaklands Road	07595 631167
Crickle Improvement Programme	Renee	Volunteering Manager	07903 388356
Creative Cricklewood	Alistair Lambert	Site Manager, B&Q site	TBC
Beacon Bingo	Kieran	Compere, stage	07908 793020t

Risk Control Procedures

Traffic Management

Traffic Plan

To ensure that safe and convenient access/flow is maintained throughout the event for traffic, the event team will ensure to cover the following areas -

- Road Closure – the positioning of temporary signage as agreed with Brent Council Traffic Department to ensure clear warning to drivers of road closure
- Management of car parks – B&Q car park will be allocated and managed by event staff and security for performers and traders
- Emergency access –. The carriageway on the Broadway is left open to vehicular traffic at all times. Access at either Oaklands Road or Broadway will be kept clear at all times for emergency access.

Audience and Crowd Control

Crowd Management

The site has been designed to ensure it has adequate means of escape in the event of an emergency, allowing for the free flow of the public during the event and avoiding creation of bottlenecks and even out crowd densities. The event spreads across the town centre, reducing overcrowding in any particular area.

Communication

The organisers will put into place a simple command and communications structure that allows clear and effective communication between the various disciplines involved in the event.

Communications with the public

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

Barriers

Barriers will be used to provide physical security in front of stages and BBQ's

Stages

- They will have handrails on all edges, ramps and stairs
- The front edge of all stages will be marked with a 50mm white line
- They will be able to carry a point load of 22 newtons per square metre over a 50mm by 50mm area without causing damage to the floor and without causing excessive deflection of floor panels. (Defined as a deflection of no more than 10cm relative to adjoining panels)

Marquees and Large Tents

- All marquees and large tents are manufactured in the UK by Gala tents and were chosen for their reputation.
- They are robust strong aluminium frames and shall be capable of withstanding expected wind forces and bad weather conditions
- Volunteers are trained in the act of setting up marquees. will be selected in part because of their experience in marquees
- Guy ropes are adjusted as weather conditions have an effect on the marquees' load bearing capacity
- Volunteers dedicated to erecting marquees will be on site throughout the event ensuring the tent is adjusted to take into account any change in the atmospheric conditions and to if it is necessary lower the structure in adverse winds

- All marquees and large tents will have to carry proof that flame-retarded materials have been used. Newly manufactured materials should be of inherently flame retarded fabric when tested to *British Standard 5438 tests 2a and 2b with 10 second flame test or British Standard 7157 tests or British Standard 3120*
- Contractors to follow *MUTA Code of Public Safety – Use and Operations of Marquees January 1998*

Electrical Safety

Electrical Systems

The event production team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and in order to control this risk will appoint an experienced site electrician. Ensuring that:

- All electrical equipment and installations on the site will conform to the *Electricity at Work Regulations 1989* and follow the advice given in *BS7909 Code of Practice for temporary distribution systems*
- All installations will be installed, tested and maintained in accordance with the Institution of *Electrical Engineers "Regulations for Electrical Installations"* which now form part of *British Standard (BS) 7671 "the Regulations for Wiring Installations"*.

A Risk assessment will be carried out by the Site Electrician that will take into account:-

- Total electrical requirements of the event
- The need in certain areas for an independent power supply
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

Installation

- All electrical installations will be installed so non-authorized personnel and members of the public, can not interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity has to be used in high risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in *British Standard 4343 "specification for industrial plugs, socket outlets and couplers etc."* will be followed.

Cabling

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the soil the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire which is out of reach of the public and does not place strain on the connectors.

- All power distribution cables used on site will be checked so they conform with the relevant British standard and are sized in accordance with *the IEE Wiring Regulations 16th Edition*.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sheathed as specified in *British standard 6007*, or is of equivalent or superior quality.

Access to Control Systems

- The Site Electrician and the Safety Advisor will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- That the main controls are clearly marked and their location marked on the site plan provided to the Council and the Emergency Services.
- That the electrical supply to stages and marquees are readily accessible to authorised personnel.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.

Generators and Transformers

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in *British Standard 7430 Code of practice for earthing*
- All generators including those belonging to traders will be inspected by the Site Electrician and their location marked on the site plan given to the Council and the Emergency Services.

Residual Current Devices and Other Equipment

- All items of electrical equipment will be checked to ensure that they are fitted with an easily identifiable means of isolation. Any electrical equipment used in association with hand held devices will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30 ma tripping current and installed on a distribution board. The Site Electrician will ensure that the RCDs are tested before the event.
- Once the Site Electrician will sign a hand over certificate confirming that all testing has been completed and that in his professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.
- If the Site Electrician is unhappy with any items of equipment they shall not be used
- The site electrician will be on site or on call for the duration of the event from set up to striking site.

Accidents and Emergencies

Accident Reporting

- All accidents to the general public will be formally recorded by the first aid facility in the accident book B1510.
- Cricklewood Improvement Programme will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process

Fire Safety, Emergency Procedures and Medical Provision

The organisers of the event recognise the risk posed to employees, contractors, performers and members of the public from fire at events and recognise their duty to plan for emergencies.

A risk assessment will be carried out on the need for portable fire fighting equipment for each event, once the organisers have the relevant details about the location of identifiable risk areas

The risk assessment will take account of:

- The advice of the Site Electrician on, the location of generators, power distribution control areas, items of electrical equipment such as mixing desks.
- The need for portable fire fighting equipment in temporary structures

Welfare and Facilities

- Adequate facilities for welfare, first aid, the provision of drinking water will be provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

Environmental Protection

- All rubbish will be cleared from event sites and where practicable, recycled.
- The location is a town centre. And the sites are within the boundaries of operating business premises. Oaklands Road, however, comprises of half business premises and half residential. We have door-knocked every house on the street and received not a single objection. We have scheduled event hours along business operating hours of 9am – 11am setup and 12noon -7pm, performance times. We have engaged experienced Sound Engineers who will limit output in line with the size of the space. We will cooperate with Brent Council's Noise unit and will act on any requests to reduce output should an issue arise.

Other Fire Controls

- We will carry our regular fire patrols by event manager and the regular disposal of rubbish from bins and the storage of rubbish outside the site
- The rigorous control of traders to limit the risk from petrol generators and from petrol storage, by limiting the amount allowed stored on site and ensuring that it is stored in suitable containers in designated areas
- Ensuring that curtains, drapes and other materials that are made from durable or inherently flame retardant will conform with *British Standard (BS) 5867*
- Ensuring that curtains, drapes and other materials that are made from non durable fabric conforms with *British Standard (BS) 5867* and are accompanied by a test certificates
- Ensuring that Liquid petroleum Gas bottles are used in accordance with the *Gas Safety (Installation and Use) Regulations 1998*
- All LPG on site will be handled and stored in accordance with *LP Gas Association Code of Practice, Use of LPG cylinders in mobile catering vehicles and similar commercial units 1996* and that all gas equipment brought on site have been inspected and signed off by a CORGI Registered fitter within the last 12 months
- That LPG bottles are secured in place and can not fall over when in use

First Aid and Medical Arrangements

A first aid and medical contractor at all events to carry out a risk assessment in line with advice laid out in the Event safety guide.

Trading Concessions (Market Traders and Food Traders)

The hazards associated with market traders will be controlled by a procedure whereby: -

- Known traders who have a bad safety record at previous events are not invited to trade at Brent Council Events.
- All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services
- All food traders will be registered with their home authority and comply with the requirements of the *Food Hygiene Regulations*
- At the booking stage traders are discouraged from bringing petrol generators. And that preference will be given to traders that do not have the need for power
- Traders' stalls needing lighting or power for any purpose will carry a fire fighting equipment
- All traders using LPG will comply with current gas safety legislation and that all gas appliances brought on site have been inspected CORGI Registered fitter within the last 12 months
- Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, which ever is least

RISK ASSESSMENT FORM

1.	(i)	UDENSON CALDBECK ASSOCIATES LIMITED
	(ii)	ADDRESS, POSTCODE & TELEPHONE NUMBER 3 ROMNEY, 3 AMBLEDIE ROAD, LONDON, NW10 3UH. 07875 588107
	(iii)	DATE OF INITIAL/PRIMARY ASSESSMENT: 28/08/12
2.	(i)	STATE THE NAME/TYPE OF ACTIVITY/TASK BEING ASSESSED: COMMUNITY FESTIVAL – CRICKLEWOOD SILK ROAD FESTIVAL. INCLUDES 1 X STAGE WITH MUSIC/DANCE ACTS, 23 FOOD/CRAFT STALLS, 2 X WORKSHOP MARQUEES.
	(ii)	WHO IS AT RISK (Employees) [Contractors] [Members of the Public] [Entertainers]
3.	(i)	<p data-bbox="400 880 1305 909"><u>List here all the hazards and existing control measures starting from Letter A</u></p> <p data-bbox="400 936 1509 1032">A Portable electrical supply (generator) on Oaklands Road and electrical appliances on stages, workshop marquees and stalls not tested/inspected or maintained on a regular basis by a competent person.</p> <ul data-bbox="448 1032 1517 1249" style="list-style-type: none"> • All portable and electrical appliances brought to the festival are tested/inspected and maintained on a regular basis • Temporary electrical supply system on Oaklands designed, installed, tested and maintained by a competent electrician from Powerline. Handover certificate issued. • Fire fighting equipment provided temporary generator on Oaklands Road (powder), stages (CO2 & Water) workshop areas (CO2 & Water) and Food Stalls (CO2, Powder & Water where applicable). <p data-bbox="400 1279 1461 1339">B Misuse or failure of equipment or equipment used by untrained staff at anytime during setup, event, breakdown</p> <ul data-bbox="448 1339 1517 1626" style="list-style-type: none"> • Work allocation and roles planned in advance to ensure that there is enough staff allocated to those jobs requiring training/knowledge of the tools • Ensure tools (such as drills, spanners, hammers for build and load out) are used as intended (right tool for the job) and manufacturers instructions and training is made available where necessary • Circuit breakers to be installed to source of power supply for PA System • Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1999 (PUWER 99) <p data-bbox="400 1653 1249 1682">C Portable electrical / gas equipment not protected from the rain.</p> <ul data-bbox="448 1682 1517 1778" style="list-style-type: none"> • Stalls holders and Stage and Power contractors required to keep all electrical and gas equipment under reasonable cover and to carry fire extinguishers and blankets.(powder, CO2, Foam, water depending on what appliances are being used) <p data-bbox="400 1805 1485 1865">D Cables running from the temporary (Oaklands Road) and permanent power (High Road) supplies not secure</p> <ul data-bbox="448 1865 1485 1928" style="list-style-type: none"> • Cables for stalls will run along roof of the stall line or the line of the curb, away from the public and employees. Cables to be protected with rubber protection <p data-bbox="400 1955 1169 1984">E No security for Shoppers, event participants, performers</p> <ul data-bbox="448 1984 1501 2022" style="list-style-type: none"> • Event Staff, Police, Gallowglass Security and PCO's to monitor the event at all times

across all event sites and report/act on any cases where intervention is required

F Fire on stages, workshop areas, food stalls

- Both stage backdrops and site decorations on stage, stalls and workshop areas inherently fire retardant or fire proofed to *BS 5867: Part 2 1980 (amd 1993) Fabric type B*
- Tent walls and fabrics kept away from sources of incandescent heat, with food stalls and their cooking arrangements seen as the main risk at this event
- Temporary electrical supply system on Oaklands Road and all electrical equipment and PA tested in accordance with IEE Regulations 16th edition
- Stage manager to ensure no combustible materials stored under the stage.
- Relevant fire fighting equipment (powder for generators, CO2 for electrical, Water for material, paper, wood) in place at stages, stalls, and workshop marquees from build up (8am) to strike down (9pm)

G Limited pedestrian and vehicular traffic for event and non event members of the public and possibility of vehicle collision/hitting pedestrians

- All contractors and site crew informed of the site layout (as set out in the event map) and parking arrangements in Brent House (artists), Copland School (suppliers, crew and stalls) prior to the event
- The event activity concentrates across the Broadway. The stalls, stage and workshop tent will be backing traffic, creating a minimum 3m thoroughfare between the stalls/workshop tent/stage and on either side of Oaklands Road There is also at a least 2ft gap between stalls/workshop tent/stage and the road to allow for easy flow of traffic. The carriageway is left open to vehicular traffic at all times. A considerable sized space, free of stalls has been allocated to the stage and front of stage area.
- The event activity on Oaklands Road again will have the stalls and workshop tent will be along on side only, with the opposite pavement clear for pedestrians and a clear thoroughfare of a minimum of 3metres between stall/workshop tent and shops on the stall side.

H No emergency egress/exit from surrounding buildings for emergency situations at anytime during setup, event, breakdown

- The site is designed to ensure it has adequate means of escape in the event of an emergency – with adequate space between the structures, buildings and moving traffic on both roads to allow for the free flow of the public during the event, avoid the creation of bottlenecks and even out crowd densities. Stalls and stage on Oaklands Road have been arranged in a linear form to ensure emergency access at all times.

I Electricity supply over load at anytime during setup, event, breakdown

- Exhibitors requiring electricity have been asked to supply a list of appliances they would be using, plus wattage. Non-listed appliances will be denied power supply.

J Structural Collapse of Stages, Stall infrastructure or Workshop Marquees at anytime during setup, event, breakdown

- Competent contractors for temporary structures (Centre Stage) selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce
- All barriers and temporary demountable structures to conform to load bearing specified in *Temporary demountable structures: Guidance on design, procurement and use*
- All temporary structures to be accompanied by risk assessment & safety method statement which will be presented to the event producer prior to the event for inspection
- Contractors to complete a self-certification hand-over certificate declaring that structure has been erected safely and according risk assessment and safety method statement

K Lifting and handling injuries for event staff and contractors during set up and breakdown of the event

- All lifting and handling to be carried out by hired contractors only. Contractors to supply risk assessments and ensure that persons under their control have received training in safer handling techniques in accordance with the *Manual Handling Regulations 1992 and their guidance (L23)*. And the *Lifting Operations and Lifting Equipment regulations 1998*.

L Slips, Trips and Falls

- Tidy storage and work areas (in particular stages, backstage areas, guest and changing room facilities, workshop areas and stall areas) to avoid tripping.
- Sound Engineers on both stages laid out according to footprints provided by performers in advance to avoid overcrowding and slips, trips and fall hazards on performance area
- On both stages handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line

M Injuries or illness aggravated due to lack of immediate care for event attendees, contractors and performers

- First Aid provision booked with Carinf for You Patient Transport Ltd, who will provide 4 x first aiders on the day of the event. They will be located centrally in tent dedicated tents on Oaklands Road and The Green outside B&Q to ensure easy access from any part of the event site
- Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid and medical facilities in accordance with the *First aid Regulations 1981*

N Ill health due to poor hygiene and sanitation

- All food stall holders will be required to provide a food hygiene certificate and food safety application form on booking for the event
- All contractors, performers and employers will be made aware of shared site sanitary conditions areas and washing and welfare facilities, provided in the changing room areas at the event

O Contact with hazardous substances

- Chemicals such as Flame retardant treatments used on the site décor for the event stored in the correct containers in the offices at Cricklewood Homeless Concern so they do not present a risk to the public, crew or contractors.
- Flammable and oxidising chemicals such as petrol for the generator on Oaklands Road stored separately away by Ashted Plant from possible sources of ignition.

3. (ii) RISK ASSESSMENT TABLE & RISK CALCULATOR

LIKELIHOOD (L): 1 = *Improbable*, 2 = *Remote*, 3 = *Possible*, 4 = *Probable*, 5 = *Very likely to occur*

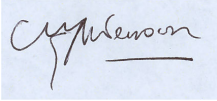
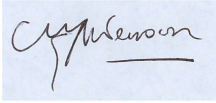
SERIOUSNESS (S): 1 = *Accident or incident where no injury has occurred*, 2 = *Minor Injury – first aid only*, 3 = *Three Day Injury*, 4 = *Major Injury outcome*, 5 = *Fatal or multi-fatal outcome*

Risk(R) = (L) x (**multiplied by**) (S). **The highest possible score is 25, i.e. 5 for (L) & 5 for (S).**

NUMERICAL VALUES RATING:

16 - 25 = High Risk	Immediate Action needed
9 - 15 = Medium Risk	Action needed soon
< - 9 = Low Risk	No further action needed

HAZARD	(1) Risk Rating			(2) Reviewed Risk Rating		
	L x	S	= R	L x	S	= R
A	2	3	6	2	2	4
B	1	2	2	1	1	1
C	1	1	1	1	1	1
D	2	2	4	1	2	2
E	1	1	1	1	1	1
F	3	3	9	2	3	6
G	2	4	8	2	3	6
H	2	2	4	1	2	2
I	1	2	2	1	1	1
J	2	4	8	2	3	6
K	1	3	3	1	2	2
L	1	2	2	1	1	1
M	1	3	3	1	2	1
N	3	3	6	2	2	4
O	1	3	3	1	2	2

<p>4. STATE BELOW ANY ADDITIONAL ACTIONS REQUIRED AND RECORD THE DATE(S) THE ACTIONS WILL BE COMPLETED AND IMPLEMENTED:</p>	<p>DATE(S) ACTIONS WILL BE IMPLEMENTED</p>
<p>5 (i) NAME OF THE ASSESSOR)Please Print: ... Ms Osita Udenson.....</p> <p style="text-align: right;">  </p> <p>(ii) SIGNATURE OF THE ASSESSOR:-</p> <p>(iii) DATE OF NEXT ASSESSMENT REVISION N/A..... (at this revision, complete Column (2) of Risk Assessment Record Table):</p> <p>(iv) (iv) SIGNATURE OF PERSON WITH OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY IN THIS UNIT/PREMISES/WORKPLACE:-</p> <p style="text-align: center;">  </p> <p>.....</p> <p>(v) POSITION OF RESPONSIBLE PERSON:- Project Manager.....</p>	

Roles and responsibilities for event safety

Project Manager and Roles and Responsibilities

- To carry out a pre-event inspection
- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Produce plans to achieve health and safety objectives
- Co-ordinating the specialist advice which is necessary to ensure effective planning, design and management of the event
- Keeping up-to-date with changes in health and safety legislation, standards, good practice and with management practices relevant to the safety of staff, contractors and the general public.
- To appoint competent contractors
- To ensure that all relevant Regulations are complied with
- To monitor and control the actions of suppliers and contractors and concessions.
- To arrange pre-event meetings with contractors where necessary
- To apply for relevant licences
- Maintain a complaints log throughout the day
- To obtain adequate insurance cover
- To ensure accidents are investigated and when required under *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995* inform the enforcing authority
- Enter into consultation with the emergency services and enforcement officers on matters of public safety
- To ensure that the design and layout of the site will take into account the following points:-
 - Adequate supply of drinking water
 - Adequate provision of toilets and washing facilities
 - Emergency access for the emergency services
 - Access and egress to the site for vehicles and the general public
 - Barriers and fencing
 - The citing of marquees, tents, dressing rooms and stalls
 - Adequate signage
- Plan the work activities of contractors to ensure the safe load in, build up and load out
- To inform contractors of the site rules and subsequently enforce them
- To liaise with officers of the council and the emergency services should the need arise

Area Stewards Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Ensure that full co-operation is given to the emergency services and officers of the council by marshals under their control
- To attend any pre event meetings as required
- To familiarise themselves with the emergency arrangements, portable fire fighting equipment, and plan for evacuating the site, including coded messages
- To familiarise themselves with the site layout and be able to assist the public by giving information about available facilities
- To staff entrances, exits and other strategic points and concentrate on their duties and not the performance
- To investigate and report any disturbances or incidents
- Not to leave without permission, consume or be under the influence of alcohol

- To remain calm and be courteous towards members of the audience
- To assist in crowd control including the prevention of crushing and overcrowding
- Controlling or directing the public as they arrive and leave to ensure an even flow
- To co-operate with the Emergency Services should the need arise.
- To assist in the security arrangements at entrances or exits
- To minimise the risk of fire by carrying out fire patrols
- To attend training briefings
- To attend pre-event meetings as required
- To wear provided visible event t-shirts as required

Health & Safety Council Dept Roles and Responsibilities

In order to comply with the requirements of the *Management of Health and Safety Regulations 1999 (regulation 7)* a safety co-ordinator has to be appointed to give: -

- Give independent expert guidance on compliance with *The Health & Safety at work Act 1974* and regulations made under the act
- Give advice on the selection of contractors
- Monitor work practices of the sub contractors and checks the suitability of their risk assessments
- Check certificates in respect to structures, electrical supplies etc

Stage Manager Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers performers and themselves
- Inform the safety co-ordinator if they, or any performers, have concerns over the crowd density at the front stage barrier
- To stop the performance if necessary in the event of an emergency
- To co-ordinate the activities of those who are working on the stage
- To ensure that full co-operation is given to the emergency services and officers of the Council.
- To ensure that a clear working space is provided at all times to facilitate access to all control switches and equipment around and on the stage.
- To ensure under stage area is kept free of combustible materials including rubbish
- To attend pre event meetings as required

Site Electrician Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- To attend any pre event meetings as required
- Design install and test the temporary electrical supply in accordance with Institute of *Electrical Engineers Regulations 16th Edition (IEE regulations)*
- Inspect generators brought onto the site by sub contractors
- Ensure that the residual current devices are tested before the event.
- To ensure that all electrical contractors are competent to carry out their work safely
- To ensure that all persons under his control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that faulty tools are not brought on site
- To ensure that if 230v tools are used they are doubly insulated and RCD protected.
- To ensure that all portable and transportable electrical equipment has been tested

- To ensure that personal protective equipment is used when necessary, and that it is suitable and properly maintained
- To carry out a comprehensive risk assessment which will take into account the following points:-
 - Total electrical requirements of the event
 - The need in certain areas for an independent power supply
 - Compatibility of equipment to be used
 - The design and types of electrical connectors to be used by performers
 - Use of low voltage equipment (110 volts)
- To ensure that a clear working space is provided to facilitate access to all controls and switches and equipment
- To ensure appropriate signage is put in place
- Requirements for emergency lighting
- Protection of cable runs

Sound Engineer Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Noise monitoring on site and identify areas on site that are designated ear protection zones under the *Noise at Work Regulations 1989*
- Setting limits at mixing desks so noise leakage from site is kept within agreed limits
- Liaising with officers of the council in investigating any complaints from the public
- Co-operating with the emergency services

Head of Security Roles and Responsibilities

Understand their general responsibilities towards the audience, fellow event workers and themselves

- To co operate and assist the chief steward in ensuring public safety
- To assist the emergency services in the event of an emergency
- To carry out security patrols
- To control unruly behaviour and investigate any disturbances or incidents
- To co-ordinate the protection of restricted areas, valuables and performers by security staff

Contractors Roles and Responsibilities

- Understand their general responsibilities towards the audience, fellow event workers and themselves
- Carry out risk assessments of their work activities
- Ensure that copies of risk assessments and insurance details are given to the organisers
- Ensure that persons under their control know the fire and emergency procedures for the site and the locations of the appropriate type of portable fire appliances
- To ensure that the means of escape are not obstructed
- To ensure that all portable and transportable electrical equipment has been tested
- To ensure that personal protective equipment is worn when necessary and that it is suitable and properly maintained
- Co operate with the site safety rules and procedures
- Co-operate and share information on health and safety with other contractors while on site
- Ensure drivers (of site vehicles such as lift trucks and specialist vehicles) under their control have received the appropriate operator training

- Ensure that all work equipment and lifting equipment is maintained, serviced and used in accordance with the *Provision and Use of Work Equipment Regulations (PUWER) 1999* and the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1989*
- Report all hazards and incidents