COMEDY FEST

Roundwood Park Annexe
Harlesden Road
Brent
London NW10 3SH
27th – 30th August 2021

EVENT RISK ASSESSMENT

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1: Document Control

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Distribution List

Name	Organisation	Position
Lendon Lumsden	Comedy Fest	Event Organiser

2: Table of Contents

3: Introduction

Purpose

The purpose of this Risk Assessment is to provide an overview of the safety management arrangements that Comedy Fest will implement in the event taking place in Roundwood Park.

Scope

The arrangements within these documents should not be viewed as being applicable to any other activity organised by Comedy Fest taking place at other locations.

Risk Assessment Process

Overview

As part of managing the health and safety within the event, it's important to control the risks in the workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something we are required by law to carry out.

Sensible risk management

Risk assessment and management is about taking practical steps to protect people from real harm and suffering.

A sensible approach to risk management is about:

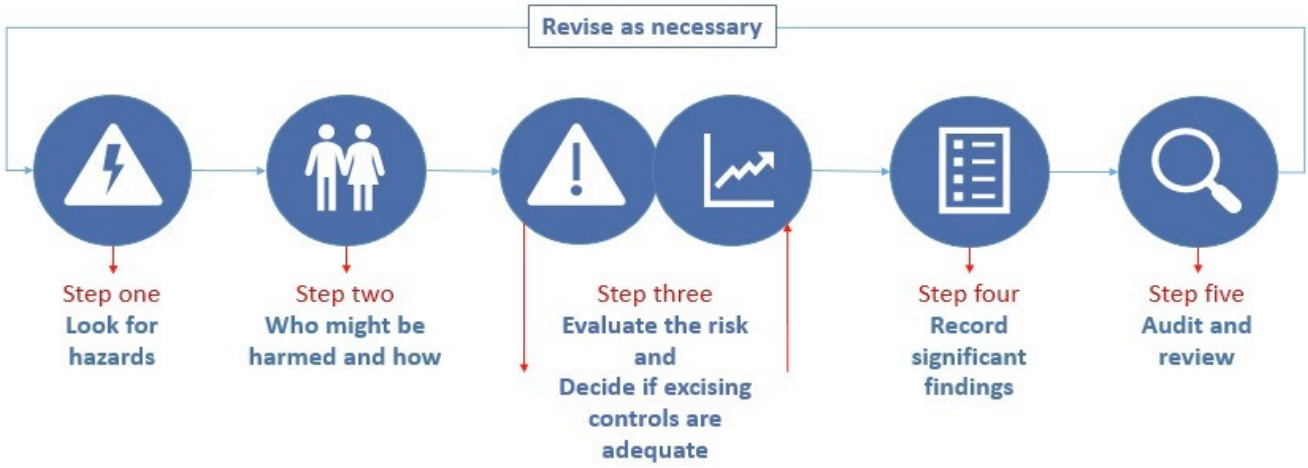
- Ensuring that our workers and the public are properly protected
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks, both those which arise more often and those with serious consequences
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

It is not about:

- Reducing protection of people from risks that cause real harm
- Scaring people by exaggerating or focusing on trivial tasks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Creating a totally risk-free society
- Generating useless paperwork

Five Steps to Risk Assessment Explanation

Our risk assessment process is based on five steps as shown in the graphic below.



Each of the five steps to a risk assessment will be explained in more detail within this document.

STEP ONE – Look for hazards

Definition of Hazard *- A hazard is defined as the* ***potential*** *for a substance, activity or process to cause harm, such as electricity, working on a ladder or with machinery.*

Based on the event activities, many hazards have been identified and these have been categorised in to the risk assessment to aid with their assessment and management

STEP TWO – Who might be harmed and how

Definition of Harm *-Harm is defined as injury or ill health of people, damage or loss of property or reputational loss because of an event.*

Based on our event activities, those that might be harmed have been identified and these have been listed in the following categories to aid with their assessment and management

Those that might be harmed:

Staff
Contractors / Suppliers
Performers / Artists
Media
Ticket Holders
Guests
Public

Special Groups

Definition of Special Groups *– Special Groups is defined as a group of persons who require an additions risk assessment due to their being more at risk than other groups.*

As well as those shown above we also have special duties towards the health and safety of the following special groups:

Special Groups:

Young Workers
Disabled employees
Night workers
Shift workers
New and expectant mothers
Lone workers

STEP THREE (A) – Evaluate the risk

Definition of Risk *-Risk is defined as the* ***Likelihood*** *of a substance, activity or process to cause and the* ***Severity*** *or consequences of that harm. This can often be referred to as the* ***Risk Level****.*

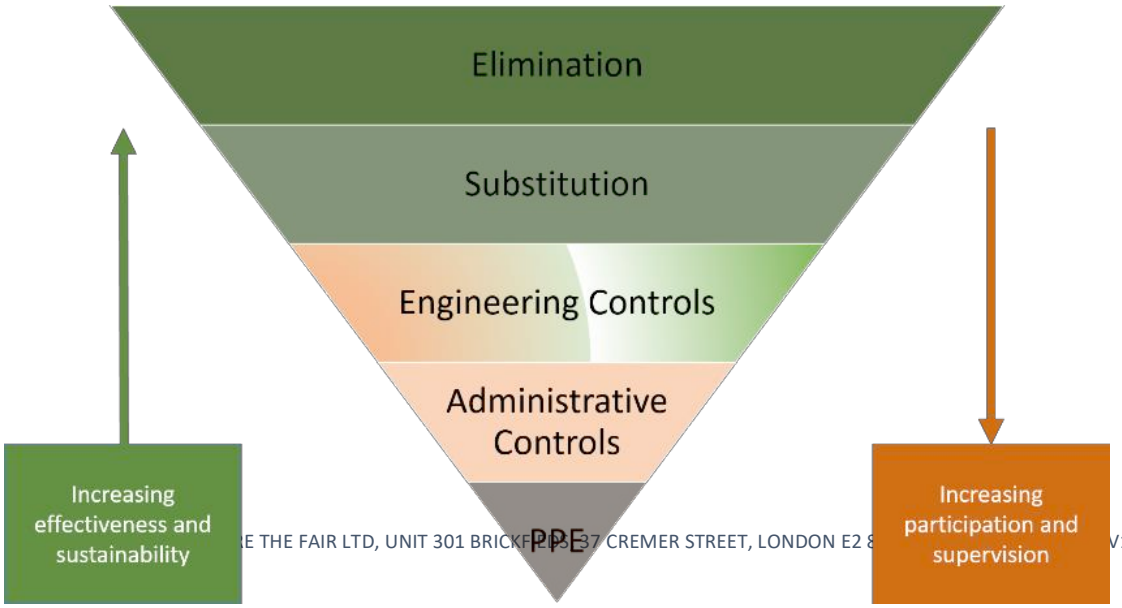
Based on the identified hazard categories risks have listed into a risk assessment see page 9. To aid in evaluating risk, a risk matrix is used see page 9. The matrix uses the following equation to quantify the risk level.

Likelihood of harm x **Severity** of harm = **Risk** level

STEP THREE (B) - Controls measure

Definition of Control or Control measure *- Methods used for reducing the risk to 'as low as reasonably practicable'*

Hierarchy of Controls
The category of control measures to be considered based on effectiveness and operational requirements. Control measures to be considered and implement in relation to identified risks are shown below:



Each element is listed in detail below:

Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.

Substitution - Replace the material or process with a less hazardous one.

Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.

Personal protective clothes and equipment (PPE) - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person.

Application - Apply the highest of controls consummate with the risk level – lower level controls may be used until longer term controls can be implemented

STEP FOUR – Record significant risks

Definition of significant risks – both those risks which arise more often and those with serious consequences

Make a record of your significant findings within a risk assessment. Show the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls (see references).

Any paperwork you produce should help you to communicate and manage the risks within the company.

STEP FIVE – Audit and review

Few workplaces stay the same. Sooner or later, the company will bring in new equipment, substances and procedures that could lead to new hazards. So, it makes sense to review what you are doing and look at your risk assessment and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date and regardless of changes in the festival by conducting a formal review on a regular basis, normally once every 12 months.

Dynamic On-Going Risk Assessment (DORA)

Whilst all risk assessments are subjected to the formal audit and review process, all activities will be subject to DORA on a day to day basis. Where an existing assessment is not deemed to be 'suitable and sufficient' due to a change of circumstances, either temporary or permanent (e.g. change of location, personnel, equipment, weather etc.) personnel will be briefed on the changes of circumstance and implication for the task or activity. An amended version of the assessment will be completed and circulated as and when circumstances

4: Risk Evaluation Matrix

Quantifying Risk

For this assessment, the following combination of Likelihood of harm and Severity of harm are used to give an indication of the risk level involved for each identified hazard.

Rating	Likelihood =	Severity =
1	Remote (>1 in 100 Likelihood)	Minor injuries, illness, damage and /or minor loss of reputation
2	Unlikely (>1 in 50, < 1 in 100 Likelihood)	Moderate Injury, illness (RIDDOR reportable) damage and/or moderate loss of
3	Possible (>1 in 25, < 1 in 50 Likelihood)	Severe injury, illness (hospital referral) damage and/or sever loss of reputation
4	Likely (>1 in 5, <1 in 25 Likelihood)	Serious life changing injuries, severe illness, damage and/or loss of reputation
5	Probable (<1 in 5 Likelihood)	Critical multiple deaths, critical illness, damage and/or loss of reputation

Risk Matrix

Likelihood Rating X Severity Rating = Risk Level

	Risk Matrix	Severity				
		1-Minor	2 – Moderate	3 - Severe	4 - Serious	5 – Critical
Likelihood	1- Remote	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	2 – Unlikely	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	3 - Possible	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	4 – Likely	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	5 – Probable	5 = Low	10 = Medium	15 = High	20 = high	25 = High

The risk assessment gives 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 above.

Risk Actions

Based on the risk level the following actions are recommended

1 – 7 = LOW RISK	8 – 14 = MED RISK	15 – 25 = HIGH RISK
Safe activity - No further action No further preventive action is necessary, but monitoring is required to ensure that controls are maintained.	**Safe activity - When closely monitored and supervised** However, consideration should be given to reduce the risk, but the cost of prevention should be carefully measured and limited. Such risks are to be closely supervised and controlled Add such risks to the Risk Reduction Plan for further consideration. Ideally, addition measures should be considered and implemented within one to three months.	**Unsafe activity - Do not proceed** Work should not be started until the risk has been reduced. While the control measure selected must be cost-effective, legally there is an absolute duty to reduce the risk Where the risk involves critical work in progress, the problem is to be remedied as soon as reasonably practicable. However, where it is not possible to reduce the risk then the work must not begin and must remain prohibited

5: RISK ASSESSMENT

PM – Production Manager SM – Site Manager S/C- Suppliers/Contractors Sec – Security Provider

BUILD UP AND BREAKDOWN PERIODS											
HAZARD	**PEOPLE AT RISK**	**WHAT MIGHT HAPPEN**	**PRIMARY RISK LEVEL**			**CURRENT CONTROLS**	**FURTHER PRECUATIONS (IF REQUIRED)**	**RESIDUAL RISK LEVEL**			**RESPONSIBLE**
			L	**S**	**R**			**L**	**S**	**R**	
Contractor arrival on site	Staff, Contractors, Public	Unfamiliarity with site leading to delayed response to incidents or access to high risk areas	3	3	9	Production Manager / Site Manager should be appointed to oversee the work of installation and to liaise with contractors and parks team. Site visit undertaken to identify access routes and any areas of concern All contractors to report to designated area on arrival. Site perimeter to be installed as a priority Temporary barriers / haz tape should be erected around the work site during build/break etc. All persons to be trained and competent.		2	2	**4**	PM / SM
Contractor competence	Staff, Contractors, Public	Lack of competent contractors leading to accidents and serious injury	3	4	12	Only reputable contractors and suppliers should be used on site. Contractors to submit their health and safety paperwork including insurance documents, risk assessments and any relevant registrations prior to commencing works.		**2**	**4**	**8**	PM / SM

Lighting	Staff, Contractors	Insufficient visibility for working	2	3	6	All construction works to take place during daylight hours only	Civil twilight 20:32 Work lights to be provided if work continues past this time	**1**	**3**	**3**	PM / SM
Fire	All	Damage by fire or smoke to persons and/or property	3	5	15	Keep combustibles to a minimum through good housekeeping and regular waste collection. Provide fire extinguishers. Any temporary generators in use to be fenced off from public access and certified prior to use by a competent electrical engineer LPG in use to be on the basis of 1 cylinder per appliance + 1 spare. Gas Safe certificates to be provided.		**2**	**5**	**10**	PM / SM
Storage of materials	All	Falls, trips, unsafe stacking or collision	2	3	6	Safe storage locations to be identified by contractors in advance so that walkways and fire exits are not blocked. Stores to be stacked and positioned so that they are not unstable. Site Manager to check equipment and material storage. Fencing / hazard tape to be erected as necessary where public have access or where there is a significant risk of vehicle collision. Security may be needed if left unattended.		**1**	**3**	**3**	SM
Welfare and First Aid	All	Lack of welfare and First Aid issues	3	4	12	Ensure that medical provision during the build period is sufficient for the work being carried out – at least one member of staff on site to be FAW trained. First Aid kit on site. Staff have mobile phones for emergency calls. Bottled water to be provided for crew working		**1**	**4**	**4**	PM

						on site. Toilet facilities to be provided					
PPE	Staff, Contractors	Personal injury due to lack of PPE	3	4	12	Everyone on site must wear hi-visibility clothing and suitable footwear during build and break phases. Signage/barriers placed as appropriate. Contractors should ensure that areas requiring PPE remain off limits until safe, Production Manager / Site Manager to monitor this.	PPE should only be used as a 'last result' control measure	2	4	**8**	PM / SM
Manual handling	Staff, Contractors	Back injuries, strains, sprains, etc	3	4	12	Delivery of materials as close to point of use as possible. Manual Handling to be undertaken only where necessary.	Plan the lift Position feet Ensure good posture Maintain good grip Lift smoothly Keep the load close Put it down…adjust	2	4	**8**	PM / SM
Erection and breakdown of structures	All	Falling materials, vehicle movement, unstable part of completed structures	2	5	10	Areas where erection taking place should be "off limits" to others not taking part. High visibility jackets must be worn. Such working areas should have barriers in place Head protection should be worn where necessary.		1	5	**5**	PM / SM
Incorrect and/or unstable structures	All	Structure incorrectly installed leading to total or partial collapse	2	5	10	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.	The final structure shall be subjected to an erection check by a competent person and a completion	1	5	**5**	PM / SM

						The structures to be erected by contractors who have had their health and safety standards vetted. Production Manager / Site Manager should intervene if serious breaches of safe practice by contractors are observed. All structures to be suitably ballasted / staked.	certificate issued by the contractor				
Ladders	Staff, Contractors	Falls from steps overturning	3	4	12	Ensure all ladders are suitable for the task and are well maintained. Stepladders for general access only. Prolonged work activities to be undertaken from a working platform. Never work from top rungs (the top third of the ladder). Ladder always to be footed. Use ladder on firm flat ground only. Ladder not to carry loads other than one person. The use of two ladders with deck between should be avoided. Not to be used for work at great heights. Ladders only to be used for tasks of short duration. Maintain 3 points of contact with the ladder	All work from ladders to comply with INDG402	2	4	**8**	PM / SM
Weather conditions	Staff, Contractors	Adverse weather causing hazards, i.e. high winds, heavy rain. Exposure to extreme weather conditions –	3	3	9	In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the Production Manager / Site Manager should have the authority to stop all activities until conditions improve. All workers to have access to foul weather clothing (PPE). Shelter from foul weather to be provided, with access to hot and cold drinks and sunblock.		2	3	**6**	PM / SM

		Hypothermia, Hyperthermia, heat exhaustion, sunburn.				The Production Manager must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.					
Site clearance	Staff, Contractors, Public	Cuts and puncture wounds	3	3	9	Site to be thoroughly cleared prior to public congregation and after site clearance/de-rig. Any persons required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks		2	3	**6**	PM / SM
Vehicle movements	Staff, Contractors, Public	Collision/RTA	2	5	10	Vehicles will only be allowed on site with permission of Production Manager in accordance with Production Schedule. Vehicle access and routes to be supervised by Production Manager / Site Manager All drivers to observe site spend limit of 8mph. All vehicles to use headlights and orange beacons (if fitted). Hazard Lights not to be used All crew to wear hi-vis clothing (PPE) Vehicles to move only in designated areas following agreed routes. No vehicles to reverse/move in public areas without banksman.	Vehicle access via double gates at Harlesden Road Staff supervising vehicle movements should consider wearing hi vis jackets (with sleeves) and trousers, rather than vests only	1	5	**5**	PM / SM, Sec
Property Damage	All	Risk of damage to Park Gates	3	3	9	Vehicle movement to be supervised in the vicinity entrance gates		1	3	**3**	PM / SM, Sec
Communication failure	All	Lack of communication may cause an accident, e.g. during lifting operations	2	4	8	Mobile phones used by all staff / crew. Contact details for all personnel on site to be provided to Production Manager.		1	4	**4**	PM
Noise	All	Hearing	2	3	6	No noisy works to take place.		1	3	**6**	PM / SM

		damage				Hand tools and battery powered tools only.					
Drugs and alcohol	Staff, Contractors, Public	Reduction of stamina, disorientation, incoherence, lack of judgement	2	3	6	All staff to be advised prior to their arrival onsite, that the consumption of recreational drugs and alcohol are prohibited whilst on site. The Production Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs, if it is safe to do so.		1	3	**3**	PM, S/C
Assault	Staff, Contractors	Assault by member of public	2	4	8	Working area to be fenced. No lone working on site. Security staff to be present on site at all times (inc overnight).		1	4	**4**	PM / SM, Sec

LIVE EVENT / ACTIVITY											
HAZARD	**PEOPLE AT RISK**	**WHAT MIGHT HAPPEN**	**PRIMARY RISK LEVEL**			**CURRENT CONTROLS**	**FURTHER PRECUATIONS (IF REQUIRED)**	**RESIDUAL RISK LEVEL**			**RESPONSIBLE**
			L	**S**	**R**			**L**	**S**	**R**	
Crowd disorder	All	Violence and anti-social behavior leading to injury and public nuisance	2	4	8	Challenge 25 policy in place. Suitable and competent crowd management company engaged. Search protocols in place. DPS in place to monitor alcohol sales and provide staff training to all bar staff. Event organised in conjunction with Safety Advisory Group		1	4	**4**	PM, Sec
Crowd control	All	Violence, disturbance, etc	2	4	8	Stewards and Security to be briefed to call for Police assistance as required. Competent security provider able to deescalate situation where possible and pre-empt any issues.		1	4	**4**	Sec
Criminal activity, Terror threat	All	Personal injury, theft, property damage	2	5	10	Event planning to be carried out alongside SAG. Experienced, professional security contractor to provide licenced security staff. Crowd movement to be monitored. Site to be monitored. Search protocol on entry. Vehicle access to site controlled by stewards.	Members of the management team should attend Project Griffin and complete on-line ACT Training	1	5	**5**	PM, Sec

Emergencies	All	Hazards from the need to evacuate.	2	5	10	An Emergency Plan will be incorporated in the ESMP. Emergency announcements made over PA (backup power necessary) to give instructions to the public. This to be supplemented with loud hailers. All access routes and exit gates to be kept clear, stewarded and gates manned and in radio contact. Production Manager, Site Manager and Head of Security to be familiar with any event specific evacuation strategy.		1	5	**5**	PM / SM, Sec
Environmental factors (ground conditions, etc)	All	Slips, trips and falls, and the like	3	4	12	All ground surfaces within the site to be checked on a regular basis by the Production Manager. If the ground is discovered to be uneven to such an extent that it hinders evacuation or raises the risk from slips trips and falls then remedial works should be undertaken by the Parks Team.		2	4	**8**	PM / SM
Severe weather conditions	All	Heavy rain, wind, high temperatures	3	3	9	Weather forecast monitored throughout event. Structure on site is suitable for environment. Off-site A&E facilities have been identified. Sunscreen / wet weather clothing available for crew / staff.		2	3	**6**	PM / SM

Vehicle/Pedestrian conflict	Staff, Contractors, Public		2	5	10	Vehicle curfew prior to opening the event to public, No vehicle movements during opening hours. No vehicle movements post activity until curfew lifted by Production Manager / Site Manager All vehicles to use headlights/orange beacons, observe 8mph speed limit and be escorted by banksman.		1	5	**5**	PM, ESA
First Aid	All	Illness or injury	3	5	15	Local A&E departments have been identified. Staff have mobile phones to call for assistance if required. Dedicated First Aid Team on site during live events		1	5	**5**	PM
Loss of light	All	Unable to see	3	4	12	Events to only take place during daylight hours Site Lighting to be provided for egress	A Check should be undertaken to establish if additional lighting is required at the egress gates	1	4	**4**	PM / SM
Food Safety	All	Food poisoning, food related illness	3	3	9	All caterers must be registered with Local Authority as a Food Business All traders must comply with all food hygiene, food safety legislation and have systems in place (HACCP/SFBB). All caterers must use as necessary food hygiene PPE and have hand washing facilities in place.		2	3	**6**	PM

						All food handlers must have the necessary food hygiene training. All traders to supply RA/MS, Insurance, Gas Safe certs, Electrical certs etc					
Cooking fire	All	Fire, explosion	3	5	15	Background of caterers to be checked by Production Manager. Caterers to provide FFE suitable to their risks and their FRA Caterers to be trained/vetted in the use of extinguishing equipment All caterers to complete a Fire Risk Assessment form	Units cooking foods should typically have 1 dry powder Extinguisher (6kg) & 1 light duty Fire Blanket. Units with deep fat fryers should also have Wet Chemical extinguisher	2	5	**10**	
Fire	All	Damage by fire or smoke to persons and/or property	3	5	15	Keep combustibles to minimum. No storage of combustible or explosive material permitted on site. Provide suitable and sufficient fire extinguishers as per FRA. Security and Stewards to be aware of location of extinguishers. Fabric of marquees, gazebos, drapes, linings and any floor coverings to be flame retardant. Certificates to be available for inspection. Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification. Petrol generators not to be used on site.		1	5	**5**	

6: Local Hospitals

The nearest receiving A&E Departments have been identified as:

St Marys
Praed Street
London
W2 1NY

Royal Free Hospital
Pond Street
London NW3 2QG

Northwick Park Hospital
Watford Road
Harrow
Middlesex
HA1 3UJ

7: References

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

- Health & Safety at Work Act 1974
- Managing for Health and Safety HSG65
- RIDDOR 2013
- COSHH regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Disability Discrimination Act 1995
- Working at Height Regulations 2005
- Noise at Work Regulations 2005
- CDM2015

Other Guidance Used:

- Muta code of public safety – safe use and operation of marquees and temporary structures
- The Purple Guide 2017
- HSG195 The Event Safety Guide 1999
- Temporary Demountable Structures (2007)
- The Good Practice Safety Guide
- HSE Publications: Managing Crowds Safely 1996

- Home Office Publications: Dealing with Disaster 1997
- ISAN Safety Guidance for Street Arts, Carnivals, Processions and Large Scale Performances
- HSG48 Reducing Error and Influencing Behaviour
- Technical Standards for Places of Entertainment
- Model National Standard Conditions for Places of Entertainment and Associated Guidance
- Fairgrounds and amusement parks: guidance on safe practice HSG175