Appendix D – Draft Risk Assessment

Methodology

Risk Evaluation

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. It is necessary to 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 SxL=R. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column.

Control Measures

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

Review

A review of the assessment must 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 a process of continuous assessment and reassessment must be undertaken to ensure appropriate risk controls are put in place should situations develop which are not covered in this risk assessment.

		Severity					
		Multiple Death (10)	Single Death (8)	Major Injury (6)	3 Day Injury (4)	Minor Injury (2)	None (1)
Likelihood	Certain (10)	100	80	60	40	20	10
	Very Likely (8)	80	64	48	32	16	8
	Probable (6)	60	48	36	24	12	6
	Possible (4)	40	32	24	16	8	4
	Unlikely (2)	20	16	12	8	4	2
	Very Unlikely (1)	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

"Major Injury" shall be defined as an injury that involves death or serious injury leading to a disability.

Key to Shading

100	Level of risk is unacceptable
24	Level of risk may be tolerable. Seek to reduce risk
12	Level of risk is acceptable

Definition of likelihood classes

Certain	10	Has happen before and is expected to happen again
Very Likely	8	Has happened before and is very likely to happen again
Probable	6	Has been known to occur before and is likely to happen again
Possible	4	Has been known to occur before and it may happen again
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen again
Very Likely	1	Has never happened before and there are no reasons to suggest it will happen

Abbreviations used in "To Whom" assessments: P = Public, S = Staff, C = Contractors

Results

The table below shows the results of the assessments together with the control measures and responsibility.

This risk assessment is solely concerned with the risk management of the Wild Roots Festival which is due to take place in Hazelwood, Sligo, Co. Sligo on Friday 31st May - Monday 3rd of June 2022, it does not incorporate the site build and strike.

Subject Area	Hazard and Effect	To Whom	Severity Rating * Likelihood = primary Risk based on no controls			Existing control measures	Severity rating * Likelihood = residual risk			Action required where risks are not adequately controlled	Responsible Person
General Attendance	Public Disorder / Safety	P,S & C	4	4	16	Continuous monitoring by experienced security personnel. Continuous liaison between the Event Controller and security personnel.	2	4	8		Event Controller Security Area Controller
General Public Safety	Major and Minor Injuries (general)	P,S & C	4	4	16	Comprehensive safety management structure to be implemented Installations to be checked and monitored by competent personnel and , if necessary Management of attendees by adequate numbers of security personnel. Pre event inspections and check carried out.	2	4	8	All staff and contractors and volunteers to be vigilant for any potential hazards.	Event Controller Safety Office Security
Adverse Weather conditions	Danger to structures and people Injuries through trips slips and falls.	P, C & S	8	6	48	Monitor weather changes using an anemometer Make sure all staff are aware of any cancellations or evacuation procedures Staff to monitor conditions and report any changes to their supervisor/ event control. Use bark mulch / stone where necessary	2	4	8		Event Controller Safety Office Site Manager Production Manager Staff & Security.

High Winds	Injuries and damage to structures and causing them to crumble and cause injury to people	P,C & S	6	8	48	Monitoring weather changes using an anemometer Ensure staff are briefed & aware of emergency and evacuation procedures.	2	4	8	Evaluate any / all structures if necessary.	Structural Engineer Event Controller Site Manager Safety Officer
Public Address System	Failure could prevent instruction or information being communicated causing panic etc.	P, C & S	6	4	24	Megaphones to be provided in key areas Event Controller to check in with each staging area regularly	2	2	4		Stage Managers Sound Engineers Event Controller Production Manager
Delayed start	Injury, crushing may occur in queues	P,C & S	6	8	48	Event Controllers decision to liaise with the Gardaí, Promoters Security	2	2	4	Event Controllers to look at opening alternate holding area Security to update attendees on a regular basis	Event Controller An Garda Síochána Security Car Park Manager
General Attendance	Violence due to alcohol, malice etc.	P,S & C	4	4	16	Security personnel to act swiftly at the first signs of violence. Ensure all staff have knowledge of communications structure. Any patrons displaying violent behaviour to be ejected from the site.	2	4	8	An Garda Síochána to be contacted immediately if a major situation arises.	Event Controller Security

Viewing Areas	Overcrowding	P,S & C	2	4	8	Very unlikely due to the scale of the site and viewing areas. The viewing areas far exceed the area required for the audience expected. Show stop can be called if required. All entry and exit points will be kept clear and will be signed appropriately. First aid team Present.	4	1	4	Show stop can be called if required	Event Controller Stage Manager Area Controller Security
Site	Slip, Trips and Falls	P,S & C	4	6	24	Passageways to be kept clear of obstructions. Management will ensure that excess materials are not stored on the premises, storage areas are defined. Overstocking of materials should not occur where this will impede access/egress. Goods to be taken to their point of storage immediately after delivery. Waste to be removed daily and stored away from access/exit routes. Adequate lighting to be provided and maintained in all areas - particularly at all entry and exit points as well as along corridors and passageways. Spillages to be cleaned up immediately. Staff to be trained to place wet floor signs to warn people of the hazard. Cables from computers and other equipment should not be allowed to trail on floors and will be routed through trunking in furniture where possible. All staff should walk, not run. Contractors & Staff to receive and read a copy of the site Health & Safety induction document.	4	4	16	Incident to be reported to Event Controller	Event Controller Site Manager Contractors Staff Volunteers

Site	Injuries / near misses	P,S & C	4	4	16	All accidents or incidents must be reported. As many details as possible should be given to allow for proper investigation. All accidents or near misses must be reported to the event safety officer / event Controller.	4	2	8		Event Controller Site Manager Safety Officer All Contractors All staff Volunteers
Site	De-rig	P	2	4	8	No de-rigging should occur while members of the public are present. De-rigging should not commence until approved by the Event Controller.	2	2	4		Event Controller Site Manager
Site	Unstable Structure / Structural Collapse Fatalities and Major injuries	P, S	8	4	32	All temporary structures will be erected by competent contractors. All temporary structures to be built according to their design and suitability for purpose. All temporary structures to be signed off by an independent Structural Engineer	8	1	8		Event Controller Structural engineer Contractors Safety Officer
Site	Faulty equipment and untrained operatives.	P,S & C	4	4	16	Ensure all plant and equipment is hired from reputable and competent suppliers with a proven track record. Ensure All operatives have been trained and hold appropriate certification / licence	4	2	8		Event Controller Contractors Staff
Cable runs	Can cause trips, falls, and damage to structures / equipment.	P,S & C	6	4	24	Cables should be buried or flown at all times. Cable ties to be used to secure them.	4	4	16		Safety Officer Event Controller
Undergroun d Cable	Injury to individuals	P,S & C	6	4	24	To have an individual who is qualified in underground surveyor to have surveyed the site pre event. ESB to contacted prior installation	4	4	16		Event Controller Contractors Safety Officer
Overhead Power Cables	Electroshock, burns & fires	P,C & S	6	4	24	No work to be taken place in close proximity to cables	4	4	16		Event Controller Safety Officer

						Safety Zone to be installed adjacent to overhead wires Crew & contractors to be aware of overhead cables					
Erecting Heras	Crushing Injuries to limbs	P,C & S	8	6	48	Ensure barriers are placed correctly Staff are trained correctly Ensure all fencing is secured correctly Scrimmed heras to be monitored throughout the event	4	4	16	Scrim/ netting to be removed from fencing	Safety Officer Event Controller Security Staff Site Manager
Temporary roadway.	Slips trips and falls	P,C & S	6	4	24	Ensure correct installation by contractor Site Manager to monitor ground conditions throughout the event	6	2	12	Hazardous areas to be barriered off / similar	Event Management Site Manage Contractors Safety Officer
Accident due to supplier of goods or services neglect	Fatality or major injuries	P, S	8	4	32	ll suppliers should be required to provide safety statements and method statements before the event. Suppliers must confirm that all staff employed are properly trained for the task. All suppliers & Contractors be given site Health & Safety induction.	8	1	8	All suppliers must be monitored to ensure adherence to proper safety practices If in doubt specialist advice should be sought	Event Controller Safety Officer Site Manager Suppliers & Contractors
Emergency Incident	Fatalities or major injuries	P, S & C	8	4	32	Staff fully briefed on emergency responses. All response measures coordinated with Statutory Agencies and constant vigilance to reduce the likelihood of an emergency incident.	8	1	8	Staff should be constantly aware of their roles in the event of an emergency	Event Controller Security Personnel
*Mobile Elevating Working Platforms	Fall of persons from MEWP Fall of material from MEWP Collapse of MEWP Contact with buildings, overhead cables and plant	P S & C	6	4	24	Only trained/authorised persons may use or operate Mobile Elevating Working Platforms (or MEWPs) – that includes scissors lifts and cherry pickers. Daily inspections of the MEWP must be carried out by the operator, and recorded on the statutory form CR 4B. Tests and thorough examination certificates (CR7C and CR7D) must also be provided on site prior to any use. The Safe Working Load should be clearly marked on the platform, and followed.	6	2	12		Production Manager Contractors Event Controller Safety Officer Site Manager

						Guard-rails, gates, the platform and steps should all be maintained in good order. Gates must not be tied/taped open nor moveable mid-rails tied/taped up. At ground level the area must be level, firm and kept clear of materials. Where rough terrain will be encountered the manufacturer's recommendations MUST be adhered to – e.g. out-riggers or other measures required to ensure the stability of the platform are in place. Additional precautions are required when working near the public. Fencing, cones or tape barriers may be required. Sufficient personnel should be available to supervise the area and deter members of the public from approaching. If other vehicles are in the area then cones (and signage as appropriate) should be positioned to reduce the risk of impact. MEWPs must not be operated or parked in the vicinity of any overhead electricity cables. The maximum wind speeds permitted during operations should be confirmed in writing from the manufacturer (i.e. in an extract from the operating manual or a letter from the supplier). If this is not readily available on site then the generic base figure of 24 m.p.h. (gusting) should be enforced. Safety harnesses must be worn within the cage of the Mobile Elevating Working Platform. Lanyards must be secured to a robust part of the platform - never the adjacent structure. Care must be taken to avoid fingers, hands or arms becoming trapped between the rails of the MEWP and any fixed object during movement. NO work should take place that requires persons to stand on the top rail of the cage.					

Mobile Tower Scaffolds	Falls of persons or materials from the platform Overturning due to overloading, uneven ground or wind. Contact with overhead power lines	S & C	6	6	36	Only trained persons will be permitted to erect & operate mobile tower scaffolds. The height of the tower scaffold must be relative to effective base dimension (3.5 to 1 is specified for towers used inside a building and 3 to 1 for towers used outside) Outriggers or stabilisers should be extended where applicable. Tower scaffolds are not to be used or moved on uneven or sloping surfaces. All tower scaffolds to be moved at ground level. No person is to remain on tower scaffolds which it is being moved Materials and tools to be removed or secured to the platform. Operatives involved in the use of tower scaffolds to be mindful of overhead Obstructions such as overhead electricity lines should be reviewed before a tower is installed or removed Bracing members must be fitted. Guardrails and toeboards to be fitted Wheels to be locked when the platform is in use. Measures to be taken to ensure that tower scaffolds cannot be accessed by leave in – fix capital letter All tower scaffolds will be inspected prior to their first use and daily	6	2	12		Contractors Site Manager Event Controller Production Manager Structural Engineer
Working at a height.	Falls of persons from working places, access areas or plant Falls of materials or articles.	S & C	4	6	24	Work should be planned to ensure that safe access and work areas are provided for operatives to work at heights before work commences on site. The hierarchy of risk control will be used in selecting the appropriate method of working at height (i.e. fixed safe working platforms versus active systems involving harnesses). Where working platforms are used, the Site Manager will ensure that the WH1 Form is completed as required. Suitable and sufficient material and equipment will be provided to site for	4	2	8		Event Controller Site Manager Safety Officer Volunteer Manager

						work to be carried out safely in accordance with the relevant standard. All personnel on sites where work at height is being carried out must wear safety helmets Work will be carried out as planned and in accordance with the standards and method statements. All operatives will receive instructions in safe working procedures and the use of any safety equipment provided All safety equipment, safety belts, harnesses, anchorages, etc. will be inspected at least weekly and any defects noted. All necessary precautions are to be taken to ensure that persons do not walk or work beneath operatives carrying out work at high level. No Volunteers to be permitted to work at a height					
Ladders	People falling from ladders Materials falling from ladders Failure of Ladders	P,S & C	4	6	24	Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc). Alternative, safer options such as the use of MEWPs will be considered. Training to be provided to site operatives on the hazards associated with the use of ladders and safety precautions that should be applied. All ladders to be erected at a suitable angle and secured prior to use. All ladders to be checked prior to use to ensure that there are no obvious defects. Where a defect is noted, it will be taken out of use immediately. All ladders to be properly stored to prevent damage. No volunteers to be permitted to work at a height.	4	2	8		Site Manager Event Controller Safety Officer Volunteer Manager
Stepladders and Trestles	People falling from stepladders Materials falling from stepladders	S & C	4	6	24	Step ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items,	3	2	6		Site Manager.

	Collapse of stepladders during use					work requiring both hands etc.). Alternative, safer options such as the use of MEWPs will be considered. Training to be provided to operative on the safe use of stepladders. Stepladders not to be painted. Stepladders to be checked prior to use for any defects. Where a defect is noted, it will be taken out of use immediately. All stepladders to be properly stored to prevent damage. Ladder to be fully extended before use. A minimum of one person to foot/ hold the ladder where in use.					
Electricity	Electrocution causing death. Falls resulting in injury or death	P,S &C	8	4	32	Electrical equipment to be installed and designed to a high standard, meeting relevant codes. All electrical equipment and circuits to be properly marked to indicate function, particularly at distribution boards. Electrical equipment, plugs, leads, etc. to be examined regularly to ensure that there is no likelihood of a loose connection causing a fire or electric shock. Any/ All electrical faults to be reported. All electrical installations to be certified by a qualified electrician in advance of the event.	8	1	8		Event Controller Site Manager Electrician Safety Office
Fire	Injury or death due to inability to exit in the event of a fire	P,S & C	8	4	32	Staff to be trained on what to do in the event of a fire or emergency at head office. An emergency evacuation procedure will be agreed with the fire officer in advance of the event. Emergency procedures to be included in the Event Management Plan Appropriate firefighting equipment, fire extinguishers, fire blankets to be provided and maintained. Fire Point signs to be used to show the location of firefighting equipment. Fire points to be checked & monitored throughout the event.	8	1	8	Sligo Fire Services to be contacted by either Fire Protection Ireland or the Fire Safety Officer	Event Manager Site Manager Safety CoOrdinator Fire Safety Officer Fire Protection Ireland

Noise	Noise Induced Hearing Loss Noise Induced anxiety and stress Tinnitus.	P, S & C	6	4	24	Static plant installed on site will be planned to be in a position, which minimizes exposure of workers to noise. The hierarchy of control will be used in order to reduce the noise generated from the plant (i.e. reduce at source, engineer out, insulate, PPE etc.) Where personnel will be required to work in situations where levels of noise are likely to be encountered a noise assessment should be carried out to determine the levels and frequencies of noise. Noise monitoring to take place throughout the event. Suitable ear defenders will be provided and MUST be worn; and Ear Protection Zones must be demarcated and signs displayed.	6	2	12	Sound Engineer/ Production Manager to reduce noise levels at the request of the safety officer/ noise monitor or Event Controller.	Event Controller Safety Officer Sound Engineer Security Production Manager Stage Manager
Visual Display Units	Improper use of VDU equipment leading to visual discomfort, poor posture or stress. Repetitive Strain Disorder, Carpel Tunnel Syndrome (CTS), Musculoskeletal Disorders (MSDs). Straining to eyes from contrast of screen and background lighting	P,S & C	4	4	16	Activities should be planned in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity. PCs to be kept in a good state of repair and cleanliness and the image to be both clear and stable. Seating to be adjustable for both height and angle of back support. Adequate space to be provided to give operators sufficient room to locate their work materials conveniently and to adopt a comfortable posture. Underneath all desks (including cash desks) to be kept clean in order to provide sufficient leg room.	4	2	8		Contractor Event Controller Production Manager. Safety Officer
Lone Working	Falls,	P, C & S	8	4	32	Operatives to make the supervisor aware that he/she will be working alone and what work exactly you will be doing. The supervisor should be informed when starting and finishing. Operatives will not be asked to work alone where the task requires more than one person. Operatives to make sure that there is safe access and egress in case of an emergency.	4	4	16		Event Controller Security Contractors Staff

						Operatives to ensure that someone can be alerted if they need assistance. Operatives with any special medical conditions will not be asked to work alone. Operatives to check out with the Site Manager when their job is complete					
Control of Contractors	Could cause Death or serious injury or Damage to property	P,C & S	8	10	80	A Contractors Approval Form must be completed. A copy of a contractor's Safety Statement must first be obtained and reviewed before commencing work. All contractors must submit site specific Risk Assessments (including a Method Statement for particular high risk work, e.g. window cleaning, working at heights, electrical works, welding, etc.). This must be reviewed. Note about the site & health & safety induction. Contractors must prove that they comply with the Wild Roots Insurance requirements. Relevant documentation to be obtained from contractors, e.g. Material, Safety Data Sheets, certificates for hoists, certificates of training where required. Contractors to comply with the permit to work procedure and where appropriate, areas where contractors are carrying out work will have authorised access only.	8	1	8		Event Controller Contractors Safety Officer
Vehicles Use	Being involved in an accident Injury to, or death of staff and third parties	P,C & S	6	4	24	Licences of all car drivers will be checked to ensure that they are 'clean' Car drivers will inform their manager of any endorsements or penalty points. Car drivers will ensure that their vehicle is safe and serviced on a regular basis. Drivers will ensure that they are fit to drive: they are not too tired; have not taken alcohol; etc. Drivers will report any accident or incident involving the vehicle. When moving on site: • Hazard lights to be use • Max speed 15 Km/hour	6	2	12		Event Controller Site Manager Production Manager Safety Officer All staff Contractors

						• Banksman to be used if reversing					
Forklift Truck - General	Struck by vehicles Overturning Contact with Personnel	P,S & C	8	4	32	Only authorized competent personnel with relevant instruction and training are permitted to operate the Forklift trucks. Seatbelts must be fitted and worn whilst the vehicle is in operation. Prior to operations the forklift truck must be checked for all defects. Operatives must check lights, mirrors, beacons, indicators, oil and tyre pressure etc. all defects must be noted and reported to the Site Manager or to the onsite supervisor. The prime defence of contact with personnel is the segregation of pedestrians and vehicles. Drivers Always give pedestrians the right of way. Sound the horn once or twice if you feel the pedestrian is not aware of you approaching. Reversing of the forklift is of high risk always ensure that you have a banksman Use your reversing aids where fitted. Always face the direction of travel. Caution is required around tight corners or where there is reduced visibility-reduce your speed in all cases and use a banksman. All lifts must be well within the safe working loads of the machine. Know these limits and check every single time. The safe working load is displayed on each machine. Double check the weight of large loads. Never override safety devices – they must be abided at all times. Only one operative is permitted on a forklift truck at any time. Passengers must not be carried- refuse all requests made. Do not allow anyone to stand or pass underneath elevated forks. Ensure the area is clear before unloading or loading techniques take place.	2	6	12		Event Controller Site Manager Safety Officer

						When refuelling the trucks- take care to prevent spillages from overfilling the tank- clear up all spills. Refuelling must be carried out in well ventilated areas- never in confined areas and certainly away from flammable or combustible materials. Forks must be raised to the travel position of approx. 300mm when carrying a load. Tilt the load back so that it rests against the heel of the forks. If the load is too high to see, then travel in reverse. Loads must not be lifted unless the driver has the confidence of the stability of the load. Ensure the bundles are adequately held together by tape or wire. If you feel the load is unstable, wrap the load with a sling to prevent movement. Keep the machine well with the yard speed limit. The speed limit on site 15 kmph Speeding on site will not be tolerated and may be subject to disciplinary measures being taken. Never brake suddenly- this will cause the load to fall due to the sudden jerk. Horseplay will not be tolerated at any stage. The use of mobile phones / radios whilst operating the machine is prohibited. Drivers must not consume alcohol or drugs which may impair the safe operation of the machine. Those found to be in breach of this instruction will be immediately dismissed. Ensure that you let Site Manager know if you are on prescription drugs. If you accidentally clip stacked material- report it to the Site Manager. With some items the extent of the damage may not be immediately obvious. Never use the forks to drag or tow fixed objects- this will increase the wear and tear of the machine.					

						Park the machine in a safe designated area at the end of the work day. The control must be neutralised, power shut off, brakes set, keys removed, and the forks secured in the lowest position, flat on the surface- not obstruction access/egress areas. Operators must not overtake or pass another forklift which is travelling in the same direction, intersections, blind spots or hazardous locations. Drivers must remain vigilant at all times. All accidents/incidents to be recorded to site Management as soon as possible. Accidents to be recorded in the company accident report book in the office.					
Loading / Unloading Operations	Falling loads from Forklift Truck Unsecured loads falling from trailer Operatives falling from trailer Contact with Personnel	6	4	24		The loaded truck must be parked in a designated area prior to loading/unloading activity taking place. The wheels must be chocked. Do not raise or lower the forks unless the truck is stopped and braked. Avoid lifting a load that exceeds above the load backrest if there is any risk of the load or part of it sliding back towards the operator. Check for adequate overhead clearance before raising a load. Lift the load straight up then tilt it back slightly. Watch that the load does not catch adjacent loads or obstructions. Don't back up until the forks are free. When the load is raised- the lift truck is less stable. The operator must stay on the forklift when the load is in the raised position. Don't allow anyone to stand or walk underneath the forklift when it's in the raised position. Do not allow anyone to stand or walk under the elevated part of the forklift when loading or unloading. Driver of the delivery truck must stay clear whilst loading/unloading activities take place.	6	4	24		Safety Officer Site Manager Event Controller

						The forks must be placed fully under the load to ensure maximum lift. Do not attempt to lift by one fork. Drivers must be aware of the safe working load of the forklift truck and the load being lifted. This working load must not be exceeded. Loads must not be lifted until the driver is confident that the load is safe and secure. Additional restraints may be required to enhance stability. Operators entering a building or warehouse or nearing a blind corner must make their approach at reduced speed, sound the horn and proceed carefully. Operators must not overtake or pass another forklift which is travelling in the same direction, intersections, blind spots or hazardous locations. Vigilance is required at all times. The forklifts must be safely parked when not in use. The control must be neutralised, power shut off, brakes set, keys removed, and the forks secured in the lowest position, flat on the surface-not obstruction access/egress areas. All accidents/incidents to be recorded to management as soon as possible. Accidents to be recorded in the company accident report book in the main office.					
Generator	Fire	P,S & C	6	2	12	No petrol generators to be used. 1 x fire point to be placed at the generator. Generator to be installed and designed to a high standard, meeting relevant codes. Generator to be examined regularly to ensure that there is no likelihood of a loose connection causing fire/ electric shock Any/ All generators to be installed and certified by a qualified electrician in advance of the event Fire points to be checked throughout the event	6	1	6		Electrician Event Controller Production Manager Safety Officer

						To be reported to Event Controller					
Vibration	Hand Arm Vibration, Including vibration white finger. Whole body Vibration	S & C	6	2	12	Where possible, lengthy use of such equipment should be avoided or reduced by the use of alternative plants. When operating vibrating machinery workers should: Wear Gloves whenever possible to keep the fingers and hands warm by wearing appropriate clothing. Instruction and Training will be provided to all personnel required to work in premises or with plants, which is likely to result in exposure to risk from Mechanical vibration. High viz jackets should be worn at all times when using any machinery.	6	1	6		Safety Officer Event Controller Site Manager
*Chemicals	Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your employees and/or visitors	P, C, & S	4	6	24	A list (inventory) of all chemicals used onsite to be prepared & detailed on the chemical register which will be stored Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified Employees are trained in the safe use of chemicals The number of employees and the exposure to chemicals is assessed and minimised Less hazardous chemicals are used where possible Adequate ventilation is provided A wash hand basin, soap and disposable towels/hand dryer are available All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet	4	2	8		Event Controller Safety Officer Production Manager
*Office Equipment	Working with office equipment/	S & C	6	4	24	Office equipment is used in accordance with the manufacturers manual	6	2	12	Guillotine is only used when the guard is in place	Event Controller Safety officer

	furniture e.g. photocopiers, shredders, guillotines, filing cabinets may cause cuts, burns and other serious injuries to you, your employees and/or visitors					Power sockets are not overloaded Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders Cabinet drawers and doors are kept closed when not in use Only one filing cabinet drawer can be opened at a time to prevent tipping Shelves are not overloaded Adequate lighting, ventilation and heating are provided Materials which maybe a fire hazard should not be stored in offices				Guard is engaged when guillotine is not in use	Office Staff & Managers
*Sound System	Can cause hearing loss, tinnitus or permanent hearing damage	P,C & S	4	6	24	Excessive noise levels from sound systems are avoided Loudspeaker positions are arranged to avoid excessive sound levels for employees and loudspeakers that are close to employees are individually controllable Employees are rotated between noisy and quieter duties/locations where possible Employees are advised of the risks from exposure to noise Personal hearing protection is provided and worn when necessary	4	4	16		Sound Engineer Event Controller Production Manager
*Props	Using or coming in contact with damaged or unsuitable props may cause cuts, burns or other serious injuries to you, your employees and/or visitors	P , C & S	4	4	16	Props that could come in contact with employees or others are secured where possible. Materials used for props are suitable Specialised props are used and maintained in accordance with the manufacturer's instructions Props are suitable for their intended use and for the user Props are kept in clean condition and particular care is taken with props used for eating and/or drinking Users of props are given adequate information and instruction, and training where necessary	4	2	8		Production Manager

						Users are asked to report any problems, adverse reactions or irritation due to props Reported defects/issues are dealt with promptly					
*Smoke or Fog Machine	The use of smoke or fog producing machines may cause asphyxiation, freeze burns or skin irritations from chemicals, cuts, lacerations or other serious injuries to you, your employees and/or visitors.	P, C & S	4	6	24	Smoke and fog machines are used, cleaned and maintained in accordance with the manufacturer's instructions Smoke/fog machine is only used by employees who are trained in its use and in the monitoring and control of smoke/fog movements Smoke/fog machine is switched off prior to refilling, cleaning, maintenance and repair work Smoke/fog machine is kept in good repair, defects are reported and unsafe equipment is taken out of use Only chemicals recommended by the manufacturer are used in the smoke/fog machine and in accordance with the manufacturer's SDS Smoke/ fog machine is suitably located and can be accessed by operators at all times	2	2	8		Contractor Event Controller Production Manager Security Stage Manager Fire Officer
*Flying Scenery and Performers	Flying scenery and performers may fall or collide causing fractures, cuts, lacerations or other serious injuries to you, your employees and/or visitors	P, C & S	6	6	36	Equipment and rigging for flying scenery and performers is installed, used, maintained and inspected in accordance with the manufacturer's instructions Equipment and rigging used is suitable for the flying performer(s) and for the task Employees operating flying systems and employees being flown are suitably trained The flying system is inspected prior to each use, after alteration and at regular intervals as recommended by the manufacturer Flying activities are supervised by a competent person Safe working loads are known and are never exceeded Rescue plans for a suspended performer are in place	6	2	12		Contractor Event Controller Safety Officer.

						Clear communication systems to warn of flying scenery/performers are in place and rehearsed Flying scenery and equipment is secured when not in use					
*Marquee	Collapse, trips or falls during erection or dismantling of a marquee may cause fractures, head injuries, back strain or other serious injuries to you, your employees and/or visitors	P,C & S	6	4	24	Marquee is erected, used and maintained in accordance with the manufacturer's instructions Marquee erection and dismantling is done by working at ground level Marquee is only erected, used and dismantled in suitable weather conditions Marquee is kept in good condition, reported defects are dealt with promptly and unsafe equipment is taken out of use Employees erecting and dismantling marquee are given adequate instruction and information and user's manual is available Personal protective equipment is provided and worn if required Emergency plans are in place Structure must be signed off by a Structural Engineer	6	2	12		Event Controller Safety Officer Structural Engineer Production Manager.
Buggies	Fractures , burns	P,C & S	6	6	36	Speed limit of 15 mph max Buggy must have working lights if they are to be used after dark All loads must be properly secured. Under no circumstances should a buggy be overloaded. Only designated people allowed on the buggy **NO** passengers on the buggy.	6	2	12		Site Manager Health Manager Safety Officer Event Controller
Festoon	Burns, crushing ,electrocution	P,C & S	6	8	48	Lighting equipment and installation is to be certified by the electrician Regular inspections should be carried out throughout the event. Have a clear area below the lighting area. Make sure to have proper protection equipment and to be worn at all times.	6	2	12		Site Manager Safety Officer Event Controller Electrician
Access to Portacabins	Falls ,trips and injuries	P,C & S	6	4	24	Reflective / hi vis tape to be put on steps.	6	2	12		Event Controller Safety Officer

						If the height of the step is too high an additional step is to be installed for safe access.					
BBQ & Campfires	Burns, falls,	P, C & S	6	8	48	Designated campfire space to be identified to patrons. Dedicated fire points to be positioned in close proximity to designated BBQ & campfire spaces. Security personnel and all staff to trained on how to deal with a fire Any BBQ's / campfires that are lit outside the designated area are to be extinguished by security personnel.	4	2	8		Safety Officer Event Controller Fire & Safety officer Site Manager Security & Staff
Site	Injuries as a result of fire (Burns / Smoke Inhalation)	P, S & C	4	6	24	Access to water available. Good Housekeeping to prevent the build-up of any combustible / flammable material Concession units will provide their own firefighting equipment. All concession units will be adequately separated from one another to prevent fire spread between units. • 3m between electrical units. • 6m between gas units	4	4	8		Event Controller Security Site Manager Concession Manager
Lighting	Insufficient Visibility	P, S & C	6	4	24	Lighting towers and festoon lighting to be installed where necessary. Lighting towers to be checked at regular intervals throughout the night. Test all lighting before the event in a temporary structure and electrician to repair lights if required.	2	4	8		Event Controller Site Manager Electrician Security
Toxoplasmosis	Flu – like symptoms, Swollen Lymph nodes, Muscle aches, Eye pain, Light sensitivity, Tearing of the eye, Blindness,	P, S & C	6	6	36	All areas to be cleared of livestock 6 - 8 weeks beforehand.	2	4	8		Event Controller Safety Officer Site Manager