



Event Risk Assessment Form

Event Name: The Ivers Community Fun Date

Date: 29th August 2021

Venue: Iver Heath Recreation Ground

| Risk | Please type in answer |
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| <p>(1) Activity / Area of Concern i.e. what is taking place as part of the event?</p> | <p>A not for profit community day which is being held on the Iver Heath Recreation Ground. The event will include a stage for live music, funfair attractions including inflatable games, funfair stalls, food and drink outlets, local organisational stalls and community stalls.</p> |
| <p>(2) Hazards Identified i.e. what can cause harm?</p> | <p>Noise Sunburn/heat stroke (adverse weather conditions) Injury from games/rides Injury from Litter Public Order incidents Equipment malfunctions including electrical Trips and falls from street furniture/ground/equipment Covid Food and drink hygiene (sickness) Vehicle movement (traffic) Fire</p> |

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| <p>(3) Persons at Risk i.e. who could be harmed by the hazard and how?</p> | <p>Noise Young children Sunburn/heat stroke (adverse weather conditions) All MOP Injury from games/rides Participants Injury from Litter All MOP Public Order incidents All MOP Equipment malfunctions including electrical All, workers, hirers Trips and falls from street furniture/ground/equipment All MOP Covid All Food and drink hygiene (sickness) Customers Vehicle movement (traffic) All Fire All</p> |
| <p>(4) What are you already doing? i.e. determine the level of risk</p> | <p>Noise LOW Speakers set back from the front of stage to prevent children getting close to speakers. Sunburn/heat stroke (adverse weather conditions) MEDIUM Tents/marquees being booked for shade/cover for weather conditions. Injury from games/rides LOW All operators are fully qualified and insured. Injury from Litter LOW No glass allowed on the field and numerous bins located. Volunteers to conduct regular litter picks. Public Order incidents LOW No intelligence to suggest this would be a public order incident. Thames Valley Police are on site and organiser will inform them to arrange a control log for any spontaneous incidents, Equipment malfunctions including electrical LOW All equipment used will be PAT tested, fully functioning and supplied by authorised dealer. Any areas identified as being a risk will be securely fenced off.</p> |

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| | <p>Trips and falls from street furniture/ground/equipment LOW Main area is flat grassed area. No areas identified as being a particular risk.</p> <p>Covid LOW Will follow current government guidance but area is large and outside with lots of space to social distance. Hand sanitiser will be available.</p> <p>Food and drink hygiene (sickness) LOW All outlets will have hygiene certificate and sterile area for prep and cooking of the food.</p> <p>Vehicle movement (traffic) LOW Car Park will be used for disabled parking only. Only other traffic movement will be staff members bringing equipment. This will all be managed by traffic marshals with a low maximum speed.</p> <p>Fire LOW Fire equipment on site including extinguishers. Fire Officer will be present.</p> |
| <p>(5) Actions to be taken to minimise each risk i.e. Do you need to do anything else to manage this risk?</p> | <p>Noise Social media posts pre event. Contingency of barriers if need to keep MOP back. Volunteers to keep an eye on the area.</p> <p>Sunburn/heat stroke (adverse weather conditions) If extreme weather with high threat of harm i.e. lightening then event can be cancelled or delayed.</p> <p>Injury from games/rides If injuries happen. Re-visit risk assessment for possibility of stopping attraction</p> <p>Injury from Litter More litter picking, tannoy announcements to put litter in bins.</p> <p>Public Order incidents Inform TVP, Close event, if intelligence received before event of possibly disorder employ SIS Security.</p> <p>Equipment malfunctions including electrical Not to use any equipment not suitable for the required job. Any faulty equipment not to be used.</p> |

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| | <p>Trips and falls from street furniture/ground/equipment Barrier any areas if need be. Signs to be placed.</p> <p>Covid Keep up to date with government guidelines.</p> <p>Food and drink hygiene (sickness) Refuse or stop any caterers without appropriate food hygiene or stop them from working.</p> <p>Vehicle movement (traffic) If needed close whole area to all vehicles.</p> <p>Fire Fire service will be informed of the event.</p> |
| <p>(6) Person responsible i.e. who is responsible for taking the necessary action</p> | <p>Organiser Doug Grant will have an oversight of the whole event. Each volunteer will have a dedicated role with a deputy.</p> <p>The event will be following the Buckinghamshire safety guide, Fire risk assessment, event risk assessments and notice has been given to the Safety Advisory Group (SAG)</p> |