



RISK ASSESSMENT

Risk Assessment Description			
Our Vegan Weekend			
Completed By:	Our Vegan Weekend	Date: 25.11.2017	
Area:	Hever Camping Mark Beech Kent TN8	Ref:	OVW01
Review Date:	25.11.1017	Review Number	V1

1.0. Background

Our Vegan Weekend was created to arrange non-profit events for the vegan community. The 2018 camping festival is the first event of this kind we have undertaken but we propose to hold it on an annual basis.

2.0 Responsibility

An 'Event Manager' shall be appointed for each event. In most cases this will be the key person who is organising the event. In this case, Jobie Baldwin is the Event Manager.

Summary:

This Event (Our Vegan Weekend) consists of 6 days in total. 2 days at the beginning will be used to set up, the event will be over two days and then there will be a two day take down period. We will present vegan activism speakers and kids entertainment during the day and live music in the evenings. Food will be sold but no alcohol.

The Event will include live music, the sale of food, the sale of drink (both alcoholic and non-alcoholic), with attendees not exceeding 499.

Likelihood	Severity	Multiply the severity and the likelihood to find the risk	Risk	
. Very Unlikely	1. No Injury		9-25	Suitable and sufficient risk control measures must be implemented. Alternative working practices should be used.
. Unlikely	2. Minor Injury		5 - 8	Work to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.
. Possible	3. '3 day' Injury		1 - 4	Level of risk satisfactory. Work to proceed following prescribed safe system of work.
. Very Likely	4. Major Injury			
. Certain	5. Death			

Hazard / Activity	Person(s) at Risk	Risk	L	S	R	Control Measures / Comments	L	S	R	Improved Control Measures / Comments
BUILD										
Vehicle Movement	Public & Staff	Collision resulting in injury	3	5	15	All drivers to be briefed in accordance with the Traffic Management Policy as below. Restriction of vehicles on site during event. Implementation of site speed limit - walking speed (5mph) Hazard lights or beacons to be used at all times on site when vehicle is moving. No alcohol policy for drivers. Large vehicles to be supervised when being reversed. Priority access for coaches to encourage shared transport reducing number of vehicles.	2	2	4	Drivers to adhere to speed restrictions.

						Availability of parking away from camping and activity area. All vehicle occupants to wear seat belts.				
Infrastructure Installation/Removal	Public & Staff	Failure to maintain control of equipment	3	5	15	Competent contractors will be used for installations.	2	2	4	Event Manager to reinforce to contractors the sensitivity required when working at the venue. All tools to be stored in assigned storage area at the end of the day.
Sound/Lighting Operation	Staff	Risk of electrocution	3	5	15	Only trained and experienced sound engineers will operate the equipment	2	2	4	All electrical equipment to be PAT certificated or be less than 12 months from date of purchase.
Site build	Public & Staff	Risk of injury	2	5	10	No members of the public are permitted into the event space whilst the site build is taking place or without prior approval from the Event Manager.	1	5	5	All materials/tools will be stored in a cordoned section and in a locked area at the end of each day.
On-site Working	Staff	Risk of injury/unreported incident	3	5	15	No staff will be permitted to work alone at the site	2	2	4	A schedule of staff / operators will be maintained and held on site. All new staff members / operators on site and leaving the site will have to inform the Event Manager.
Working at height	Staff	Risk of Fall	3	3	9	All Team members will use correctly erected Class 1 industrial step ladders of appropriate height in accordance with the standard safety regulations for the type of work being undertaken.	2	2	4	There will be no work required at heights exceeding standard Class 1 industrial step ladders.

Manual Handling	Staff	Risk of injury due to negligence	2	5	10	Lifting of large or heavy objects will be assessed by the Event Manager and suitable numbers of equipment such as trolleys will be provided.	1	5	5	All build team will be briefed in advance on safe manual handling including good lifting practice and work gloves will be provided where necessary.
VENUE										
Electricity (all)	Public & Staff	Potential risk of fire/ electrocution	3	5	15	All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989 and will be PAT tested. There is no mains supply and generators will not be interfered with by any member of staff other than an approved electrician (where required). Plugs will not be overloaded.	2	2	4	All electrical equipment to carry PAT certification or be less than 12 months from date of purchase. Cabling used to supply power to appliances will be safely laid out and protected from damage and moisture.
Unauthorized access adjoining sites	Public	Potential risk of injury or damage to neighbouring property / nuisance.	3	3	9	Fence to northern fencel line and placement of stalls and tents along southern boundary into woodland. Advise attendees that they must remain on the property.	2	3	6	
Trips, trips and falls	Public & Staff	Trip Hazard	2	5	10	All cables will be secured with gafa tape, covered with rubber matting or cable ramped as appropriate. Any large potholes in the field will be filled.	1	5	5	Stewards to monitor during event operating hours.
Campfire	Public & Staff	Burn injuries	3	5	15	Staff members to monitor safety of campfire and put it out	2	2	4	Water barrel and buckets available around the campfire for use by public

						at the end of the evening. Staff will also prevent people from getting too close to the campfire.				and staff.
Physical Hazards on site such as Pond and steep slopes	Public & Staff	Drowning and falling down	3	5	15	There is a fence around pond, keep out signage and life saving ring. Pre site check to ensure unsafe areas are cordoned off.	2	5	10	In addition, volunteer staff will patrol area and first aiders on site at all times
TENDEE WELFARE										
Adequate response to injury or illness	Public & Staff	Escalation of injury or illness	5	3	15	On site provision of 1st aid response led by medic Information on provision of 1st aid facilities including how to request assist assistance to be made available to all volunteers. Medic to keep accident book. Agreed method of calling 1st aid provision and calling emergency services to be implemented by stewarding team.	5	2	10	Minimum of 3 trained first aiders on site at all times.
Natural Hazards including dangerous plants cuts from thorns, Wasp & Bee stings,	Public & Staff	Skin rash from plants, bee sting resulting in anaphylactic shock	3	4	12	Adequate first aid arrangements with professional medic and at least 2 first aiders on site.	3	2	6	
Lack of supervision of children and children	Children & Public	Unsupervised children injured or lost	3	4	12	Parents advised they are responsible for their own childrens' supervision	2	4	8	

						and volunteer stewards supervising childrens' organised activities				
Children's swing	Public	Fall from swing	2	4	8	Staff members to monitor safety of swing and parents' permission to be obtained before child gets on swing.	2	3	6	
Nighttime Accidents	Public & Staff	Trip or fall over due to darkness	4	4	16	Flood lighting provided to event site and campsite to ensure safe movement in hours of darkness.	1	4	8	
Campsite Area Overcrowding	Public & Staff	Trip over guide rope	3	2	6	Estimated 2 people per tent would mean a maximum of 500 tents. Using a maximum density of 500 tents per hectare, this would mean a requirement of circa 2.5 acres for tents. The area allocated is close to 6 acres. Tents to be set up with 2m between. each tent.	2	2	4	
Means of Escape	Public & Staff	Blocked escape routes preventing escape from camping area and event area.	2	4	8	Clear routes to be left through the event field and also through the camping area to ensure safe escape in case of emergency	1	4	4	
Campsite Area Fire	Public & Staff	Burn injuries, smoke inhalation	2	5	10	Open fires not permitted on site except official campfire. Encourage central catering. Cooking to be carried out by adults or supervised by adults. Small quantities of petrol and other accelerants are	2	2	4	Water barrel with fire buckets available around the campfire and campsite for use by public and staff.

						<p>permitted within camping areas in approved containers of no more than 5L capacity in total.</p> <p>Storage of fuel & refueling of engines to be carried out in designated areas only.</p> <p>Tents to be erected in predetermined boundaries to provide firebreaks.</p> <p>Provide a buddy system for disabled persons.</p> <p>Ensure all participants and visitors are aware of emergency plan including the calling of emergency services.</p> <p>Fire points at strategic locations with either water barrel with buckets and fire extinguishers.</p> <p>Trained fire team of adults as fire marshals to ensure fire points available, good housekeeping undertaken and to assist in event of a fire.</p> <p>Main tent to have first aid kit.</p> <p>Trained first aiders available.</p>				
<p>audience Numbers / Crowd Management</p>	<p>Public & Staff</p>	<p>Danger of congestion & injury</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>There will be staff observing crowd numbers and will keep the Event Manager advised if they feel</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>If exceptionally large numbers attempt to enter the site, as a last resort the decision will be made to stop the event. This final</p>

						<p>there is a danger of the site becoming congested.</p> <p>This is a family friendly event, any excess crowds will be managed in coordination with site security.</p> <p>Glass is prohibited at the event.</p> <p>SIA Security at night.</p>				<p>decision will be made by the Event Manager, taking into account the views of the security personnel. If deemed necessary, an announcement will be made via the PA systems advising people to disperse in an orderly fashion and leave using 'safe' routes. Assisted by stewards, safe routes would be determined by the aforementioned persons dependent on the crowd size and location.</p>
Disorderly Behaviour	Public & Staff	Disorder or aggressive acts	3	5	15	<p>Due to the nature of the event, the target audience OVW does not anticipate disorderly behavior.</p> <p>Staff volunteers will be monitoring crowd behavior. Should a major incident arise, security will immediately inform the Event Manager via radio communications</p>	2	2	4	<p>During the operational period, security personnel will use a counter/clicker system. Stewards / staff to assist with observation and make security aware should they feel each floor capacity is adhered to.</p>
Evacuation	Public & Staff	Fire, explosion or panic	3	5	15	<p>All team members will be alerted as to the location and correct use of the venue's fire fighting equipment.</p> <p>Attendees to be advised of emergency Route from the site via Email map prior to the Event.</p> <p>All fire and emergency</p>	1	5	5	

						escape doors, exits and staircases will be kept clear and free from any obstruction or trip hazard at all times.				
e of motorized vehicle on site	Public & Staff	Collision with people and / or other vehicles	5	3	15	<p>All drivers to be briefed in accordance with the Traffic Management Policy.</p> <p>Restriction of vehicles on site during event.</p> <p>Implementation of site speed limit - walking speed (5mph)</p> <p>Hazard lights or beacons to be used at all times on site when vehicle is moving.</p> <p>No alcohol policy for drivers</p> <p>Large vehicles to be supervised when being reversed.</p> <p>Parking for event-goers to be to the right of the entrance, away from pedestrians. We have assumed that 80% of attendees will come by car and that there will be an average of 2-2.5 people per car. This means 300-400 vehicles. Approximately 2 acres would be needed for 360 cars. More than 2 acres will be allocated to car parking. All vehicle occupants to wear seat belts.</p> <p>A small number of</p>	5	2	10	

						campervan pitches will be allocated and these will be located between the car park and the tent area to prevent danger to pedestrians.				
Hearing Damage	Public & Staff	The public might suffer permanent or temporary hearing damage from exposure to loud music	1	4	4	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance.	1	4	4	
Lost children	Children	Children being separated from parents/guardians.	5	5	25	Wristbands for small children on which responsible adult's telephone number will be written. Also see lost child procedure.	2	2	4	
Animal Welfare	Dogs & People	Dogs being upset during the event	3	3	9	Animal welfare talk at beginning of event. as well as notification of attendees only to bring dogs that are ok with noise and crowds.	1	3	3	
EATERING										
Food maintenance	Public & Staff	Risk of contamination or Food Poisoning	4	5	20	The sale of food at each food vendor will be supervised by a person holding a Basic Hygiene Certificate	1	2	2	Plastic bin liners will be present onsite for food waste, cardboard / plastic containers. The steward(s) will collect litter dropped at regular intervals during the

										event, so as to maintain a clean and safe environment.
Food preparation	Public & Staff	Injury due to fire or risk of explosion	2	5	10	No gas appliances are permitted for the use of cooking. Any food cooked will be done so using electricity.	1	5	5	Regulation Fire Fighting equipment (extinguishers) will be in place for all electrical equipment. All equipment will be PAT tested.
Food handling	Public & Staff	Injury / illness caused by Unsafe Working Practices	4	3	12	Working practices monitored during event. Event manual requests HACCPs and food hygiene certificates to be readily available from Food vendors.	2	2	4	Traders that have not supplied suitable documentation should be prevented from trading on site.
Provision of drinking water	Public & Staff	Illness	4	3	12	Waste water to be disposed of at separate approved locations. Water supply system maintained by Hever Camping - certificate to be provided by Hever Camping.	4	1	4	Hever Camping have confirmed they plan to add a second standpipe adjacent to existing.
EXHIBITORS/PERFORMERS										
Hazardous substances Flammable materials	Public & Staff	Spillage / inhalation	2	2	4	Any paint used for live art demos will be water based	1	1	1	Any flammable fabric brought in to the venue will have been manufactured or treated with flame retardant.
Uneven surfaces	Public & Staff	Falling / slip / trip over	2	4	8	Event Staff constant monitoring prior, during and after performances.	2	2	4	Event Staff to hazard tape over hazardous areas.
Stalls / tables Collapsing	Public & Staff	Risk of injury	3	3	9	Assembly of exhibitor stalls / tables in accordance with manufacturers instructions.	2	2	4	

OTHERS

First Aid	Public & Staff	Risk of injury	3	5	15	At least three first aiders to be on site at all times.	1	2	2	Please refer to first aid plan within event plan.
Weather conditions. Rain, windy, storm, electrical storm, sun exposure, sunburn, dehydration	Public & Staff	Risk of injury	2	3	6	Tent to be large enough to keep attendees dry in bad weather.	1	1	1	In extreme heat, staff and public will receive extra bottled water.
Working in the open	Staff	Sun burn/sun stroke Cold/wet condition	4	4	12	Volunteers to be instructed to bring sun cream and a sun hat Volunteers to be instructed to bring wet weather clothing Adequate breaks to be factored in to rotas. Volunteers to change location Water &/or other refreshment to be made available	2	4	8	
Management of safety and clear responsibilities.	Public, Staff & Contractors	Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.	3	4	12	Ensure copies of all necessary safety documentation and PL certificates obtained from contractors and vendors. Ensure contractors and vendors are aware of their responsibilities. Obtain minimum of £5m PL cover.	1	4	4	
Waste management	Public & Staff	Hygiene / rodents	2	4	8	Heavy-duty refuse sacks will be provided.	2	3	6	Regular checks on bins refuse collections to be picked up during the event. Refuse sacks will be taken to main bin area at the end of each day.
Cleaning toilets and sinks	Staff	Bacterial infection /	4	5	20	Training, instruction and Information on hygiene	4	2	8	

		illness				Wearing of gloves Provision of hand washing facilities				
amb scare	Public & Staff	Panic, crush, risk of injury	3	5	15	To make sure all unattended bags are reported and checked if safe to do so, this includes any suspicious packages.	2	2	4	SIA trained operatives to remain vigilant on site. Will ask Police to notify us of any change to threat level before the event or during.
ommunication	Staff	Incident being unreported / inability to respond to emergency	3	1	3	Staff supplied with radios. All supervisors will be supplied with WHISTLES for additional fast acoustic Alert	2	1	2	Mobile phones as back up system to radios used between Event Manager, stewards and security personnel.

RISK ASSESSMENT MATRIX FOR PERSONAL INJURY

	SEVERITY					
		No Injury 1	Minor Injury 2	'3 Day' Injury 3	Major Injury 4	Death 5
LIKELIHOOD	Certain 5					
	Very Likely 4					
	Possible 3					
	Unlikely 2					
	Very Unlikely 1					

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 in RIDDOR

ertain – 5	Has happened before and is expected to happen on this occasion
ery Likely -4	Has happened before and is very likely to happen on this occasion
ossible - 3	Has been known to occur before and it may happen on this occasion
nlikely - 2	Has been known to occur before but no reason to suggest that it will happen on this occasion
ery Unlikely - 1	Has never happened before and there are no reasons to suggest it will happen on this occasion