

Event Safety Risk assessment

Event Name: Adventure Overland Show + International Campervan Show Late Spring Edition 2021

Date of Assessment: 12th March 2021

Version: 2

Review Date: 1st May 2021

Assessment carried out by [REDACTED]

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?
Loss, damaged or stolen goods	Staff, workers, and members of the public may be robbed resulting in fear and disorder.	All staff, workers, and the general public are notified of the lost property area. All item found on site are to be handed in at the lost property tent. Suitable numbers of SIA badged security to be present to ensure the safety of property and to keep a watch out for intruders or thieves. A phone number will be provided for members of the public to call with any concerns or lost property queries.	All lost items must be handed into police after the show.	Event Organizers Security	After the show.
Fights and assaults	Anyone, resulting in potential for serious injury.	An SIA licensed response team will be on hand to deal with any fights that may break out. Staff are trained in defusing potentially volatile situations before they can escalate.			
Cash and Valuables in Transit	Staff, potential for assault or theft resulting in serious injury.	An SIA licensed security officer will escort any staff member			

		<p>who is carrying cash or valuables.</p> <p>All cash and valuables will be stored in a secure lock box in a lockable office.</p>			
Lost Children	<p>Potential for child to be harmed wondering off by themselves.</p> <p>Potential for child abduction.</p>	<p>A clear and robust lost child policy is in place.</p> <p>At least two members of staff to be with a lost child at any time.</p> <p>One person with an enhanced DBS will be on hand throughout the event to assist.</p> <p>If any doubts are on hand as to the child's safety, or if the child has been missing for more than 15 minutes, the police are to be contacted.</p> <p>Gate staff are informed of the lost child policy and any lone children or adults with children matching the description</p>			
Unattended Packages	<p>Potential for explosive device resulting in catastrophic damage or death.</p>	<p>The suspect package is to be cordoned off and police advice sought.</p> <p>Radios should not be used near to the package to avoid risk of the radio waves detonating the package.</p>			
Bomb Threats	<p>Potential for bombs to be planted in the venue resulting in catastrophic damage or death.</p>	<p>Have a copy of Form 5474 (Actions to be Taken on Receipt of a Bomb Threat) in the office at all times so that staff members can fill it in should a bomb threat be received.</p>			

		Staff to immediately dial 999 and follow police guidance.			
Trespassers	Potential for trespassers to steal from or cause disturbances in the event.	Security and stewarding staff to monitor gate access and ensure all attendees have tickets. Overnight the gates are to be locked, with regular security patrols checking the perimeter.			