

Health and Safety Risk Assessment

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

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Version: 3

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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?
Workplace Transport	<p>Workers, drivers, and pedestrians risk serious injury or death if struck by vehicle.</p> <p>Drivers risk serious injury or death if collision with another vehicle.</p> <p>Drivers risk serious injury or death if collision with fixed objects.</p> <p>Non-vehicle hazards such as loading, unloading, securing loads, coupling, maintenance, etc.</p>	<p>Ensure all workers are trained by a competent person to operate the vehicles, forklifts, and other site machinery.</p> <p>Prevent loss of control by ensuring that all drivers have adequate rest breaks and avoid excessive speed.</p> <p>Ensure workers wear seat belts when using vehicles and operate all work vehicles and machinery in accordance to manufacturer's instructions.</p> <p>Ensure all pedestrians in vehicle areas wear appropriate PPE, including high visibility vests.</p> <p>Ensure a suitable number of traffic marshals are present to manage vehicles.</p> <p>Ensure no large vehicles reverse without a banksman present.</p>	<p>Ensure suitable and sufficient signage is present to indicate speed limits and restrictions.</p> <p>Ensure safety of road surfaces by managing hills, ramps, and potholes.</p> <p>Clean up any spillages which can increase stopping distance of vehicles.</p>	Safety Officer	Before event opening.

Pedestrian/Vehicle Conflict	Pedestrians risk serious injury or death if struck by vehicles on the access roads or parking area.	<p>Ensure traffic stewarding staff in appropriate PPE are monitoring entering and exiting traffic.</p> <p>Segregate pedestrian and vehicle movements. Prevent pedestrians from utilizing the main road.</p> <p>Ensure entry and exit roads as well as designated parking areas are well lit. Car parking stewarded and field well lit. Any pedestrians discouraged from walking on the main road and the drive up to the field.</p> <p>Require all vehicles to remain stationary once parked, and do not allow drivers to exit their vehicles until everyone has parked.</p> <p>A suitable and sufficient traffic management plan is in place for the event to ensure safe movement of vehicles and pedestrians.</p>	<p>Enforce temporary speed limits on the access roads.</p> <p>Ensure suitable and sufficient signage is present to indicate speed limits and restrictions.</p>	Safety Officer	Before event opening.
Slips, Trips, and Falls	Workers and pedestrians risk moderate to serious injury of they slip or trip, even on level ground.	<p>All site flooring, such as those in toilets or the staging area, are laid out by a competent person and checked beforehand to ensure they are free from trip hazards.</p> <p>Steps, changes in level, and other trip hazards are to be fenced while not in use. Where steps are used they shall have contrasting tape.</p>	Inspect the site grounds on a regular basis for trip hazards.	Safety Officer	Before and during the event.

		<p>Temporary lighting will be fitted to provide suitable light levels to help mitigate trip hazards at public areas such as walkways and toilets.</p> <p>Good housekeeping practices ensure that any build ups of debris are promptly removed.</p> <p>All guide ropes attached to marquees must be highlighted and/or well-lit.</p>			
Electrical Danger	<p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p> <p>Electrical equipment may short circuit resulting in potential electrical fire.</p>	<p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary.</p> <p>All generators, distribution boxes etc to be fenced and away from public.</p> <p>A qualified electrician wearing suitable PPE shall be used to install any electrical equipment.</p> <p>Suitable number of fire extinguishers of the appropriate type (CO2 or Dry Powder) to be provided near all electrical equipment.</p> <p>Ensure all extension cables are fully unwound before usage and not daisy chained together to avoid exceeding the electrical output of the socket.</p> <p>Ensure any overhead cables are sighted and clearly marked out before undergoing any nearby work.</p>	<p>A competent person should certify all electrical installations to their safety on completion. All electrical equipment must have a suitable PAT certificate. Certificate to be kept at the event.</p>	<p>Safety Officer</p> <p>Electrician</p>	<p>Before any electrical installations take place.</p>

Generator Safety	<p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p> <p>Electrical equipment may short circuit resulting in potential electrical fire.</p> <p>Potential risk of long term hearing damage such as tinnitus for all staff and attendees</p>	<p>Generators must be either silent-running or retrofitted with baffle boards to prevent nuisance to other campers.</p> <p>Generators must be safe for usage, in a serviceable condition, and fitted by a competent person.</p> <p>Generators must not be located near tents or indoor structures where carbon monoxide poisoning could become a hazard.</p> <p>Earth rods must be used where recommended by manufacturers.</p> <p>All leads must be complete and have permanent connections.</p> <p>All generators must be positioned where they present no danger to the public.</p> <p>Fuel should be stored away from generators and kept to a minimum.</p>	<p>Inspect generators throughout the show for compliance.</p>	<p>Safety Officer</p>	<p>During the show.</p>
Collapse of Structures	<p>Workers and others risk serious, possibly fatal injury if fixed structures collapse.</p>	<p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Any marquees erected shall be constructed from fire resistant fabric.</p> <p>Contractors to provide sign off certificates for all structures.</p>	<p>There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely.</p> <p>Make contingency plans to enable closure of structure in adverse weather conditions.</p>	<p>Event Organizers</p> <p>Safety Officer</p>	<p>Before and during event.</p>

		<p>Daily checks made on all structures by a competent person.</p> <p>Marquees to be staked deep into the ground to provide earthing protection against lightning strikes.</p> <p>Marquee sign off forms will be filled out before the show and kept in event control.</p>			
Storage of Merchandise	Traders and members of the public may be injured by unsafe goods leading to moderate injury.	<p>When placing equipment, consideration should be given to the safety of heavy items or those with sharp edges or blades.</p> <p>Heavy items should not be placed in positions where they could fall.</p> <p>Items with sharp edges should where practicable be placed with the sharp edge innermost.</p> <p>Items with sharp blades, any knives bayonets or similar should be kept in a locked display case.</p>	Trade stands to be inspected throughout the show to ensure compliance.	Safety Officer	During the event.
Hearing Damage	<p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards, and bar/food vendor staff.</p> <p>Potential risk of long term hearing damage such as tinnitus for all staff and attendees.</p>	<p>Staff shift rotation between quiet and noisy areas to ensure that staff do not exceed their exposure action value.</p> <p>Signage provided to warn people of potential hearing damage within areas identified as being within the exposure action level.</p>			

		<p>All staff, contractors, and performers working in areas that exceed the lower exposure action value to be offered hearing protection. Anyone who works within the upper exposure action value to be required to wear hearing protection.</p> <p>Staff to be suitably trained to understand the inherent risks in noise level exposure and how to identify the symptoms.</p> <p>Members of the public shall remain in their vehicles throughout the show and will be able to roll up their windows if they wish to reduce the sound level.</p> <p>Ensure no audience member is allowed within 3 meters of any loudspeaker.</p> <p>Ensure the event equivalent continuous sound level (Event L_{Eq}) in any part of the audience area does not exceed 107 dB(A), and the C-weighted peak sound pressure level does not exceed 140 dB.</p>			
Medical Emergency	Workers and members of the public could become seriously ill if medical provisions are unsuitable.	<p>First responder to be available on site during build up and breakdown to ensure a quick medical response to any injuries sustained.</p> <p>During event times a first aid point will be provided for members of the public.</p>			

		<p>Suitable and sufficient quantities of medical supplies shall be provided to treat all foreseeable injuries.</p> <p>A suitable and sufficient medical plan is in place to manage all foreseeable injuries, including those related to contagions such as COVID-19.</p>			
Lost Children	Children and parents can become separated.	<p>All staff and stewards made aware of the Lost Child policy and appropriate radio codes to use.</p> <p>All lost children to be always accompanied by two members of staff, one of which must hold a valid SIA license.</p> <p>A lockdown and gate check procedure is in place to prevent child abductions.</p>			
Fire Safety	Staff and others can suffer serious, potentially fatal injuries from smoke inhalation or burns.	<p>Competent fire marshals to check all exits and entrances and keep roads clear during performances.</p> <p>Competent fire marshals to watch over site during the event to ensure any potential fires are sighted and relayed to event control.</p> <p>A suitable and sufficient fire risk assessment is completed.</p>	Regularly check bins to ensure they do not overflow and present a fire hazard.	Safety Officer	During the event.
Campfire Safety	Staff and others can suffer serious, potentially fatal injuries from smoke inhalation or burns.	All campfires shall either be encased in a steel container or	Monitor the campsite with regular overnight patrols to	Safety Officer	During the event.

		<p>raised off the ground so that the grass is not scorched in any way.</p> <p>Suitable numbers of fire extinguishers are available at the campsite and are always within easy reach.</p> <p>Ensure fires are put out when not being monitored.</p>	check for and put out any unmanaged fires.	Security	
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<p>Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall.</p> <p>Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p> <p>Food vendors only allowed to have one day's supply of LPG at their stall.</p> <p>Ensure any LPG canisters are stored in a safe way and away from any flammable substances.</p> <p>Ensure all LPG fittings are equipped with an emergency cut off valve.</p> <p>Suitable and sufficient numbers of fire extinguishers of the</p>	Check food vendors are complying with gas safety requirements.	Safety Officer	Before and during event.

		<p>appropriate type (dry powder) to be provided.</p> <p>All cylinders over 2.5kg must be stored in an upright position and in a ventilated area.</p>			
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	<p>Barriers suitable for foreseeable loading to be erected by a competent person/contractor.</p> <p>Contractor to provide sign off certificates for all structures.</p> <p>Ensure a suitable event plan with locations of barriers is provided.</p> <p>Ensure wind levels do not pose a risk to barriers.</p> <p>Ensure barriers are suitable in strength for their anticipated usage.</p>	Daily checks made on all structures by a competent person.	<p>Safety Officer</p> <p>Security</p>	Daily before each event.
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	<p>Only reputable caterers to be used at the event whose business is registered with their Local Authority.</p> <p>Food traders required to bring copies of their employee's food hygiene training certificates and their food safety management system with them to event.</p> <p>Where practicable staff should use cutlery and tools rather than their own hands.</p> <p>When using their own hands, employees must always wash</p>	<p>Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.</p> <p>Invite Environmental Health Department to inspect food stalls.</p>	Event Organizers	Before the event.

		their hands and use food grade single use non-latex gloves.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>Security and stewarding staff to be suitably trained to spot potential troublemakers, defuse tension/situations, and deescalate potential violence.</p> <p>Suitable number of festival-experienced and trained SIA badged security staff to be deployed to the event.</p> <p>Staff shall be trained in procedures regarding re-entry, toilet queuing (social distancing), searches, and all other procedures that may be in place.</p> <p>Signs shall be displayed to the public to provide site security warnings and notices.</p> <p>Emergency procedures and policies shall be clearly communicated to all staff when on site.</p> <p>Provide advance information of prohibited items the public can bring to the event.</p> <p>Local police are consulted on the security plans and are invited to be in attendance.</p>			
Working at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	<p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Risk assessments/method statements of contractors</p>	Monitor build up and breakdown for compliance.	Safety Officer	During build up and breakdown.

		<p>checked for safe systems of work before the event.</p> <p>All work at height assessed on an individual task basis.</p> <p>Avoid working at height if at all possible. If working at height cannot be avoided work to prevent falls. Minimize the distance and consequences of possible falls if falls cannot be prevented.</p> <p>Check weather conditions before working at height.</p> <p>Ensure there are no fragile roofing materials or platforms that workers may stand on when working at height.</p> <p>Ensure any scaffolding is erected by a competent person and has toe boards and brick guards.</p> <p>Ensure ladders are in good condition and suitable for heavy work. Ensure all workers are trained in their usage.</p>			
Manual Handling	Workers may get musculoskeletal problems, e.g. back pain from handling heavy and/or awkward objects.	<p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p>	<p>Ensure new staff are shown how to use the manual handling aids.</p> <p>Ensure a TILE (task, individual, load, environment) risk assessment to be carried out for each manual handling activity.</p>	<p>Safety Officer</p> <p>Qualified Forklift Instructor</p>	Before any work activity commences.

		Aids to manual handling, including a forklift truck and a range of heavy duty sack truck and trollies, shall be made available for staff to use to avoid manual handling.			
Act of Terrorism	Staff, workers, and attendees may suffer a terrorist attack leading to serious injury or death.	<p>A full security risk assessment is performed prior to the event.</p> <p>Any threats to staff or members of the public are identified before the event.</p> <p>Emergency/terrorism procedures are in place and communicated to all staff.</p>			
Spread of a Pandemic (COVID 19)	Staff, workers, and members of the public are at risk of infection that could lead to serious health issues or death.	<p>Follow all up to date guidance on COVID-19 as published by the HSE or other government departments.</p> <p>Ensure social distancing measures are maintained to minimize risk of disease transmission.</p> <p>Ensure suitable numbers of stewarding staff are present to manage social distancing.</p> <p>Ensure suitable and sufficient hygiene and food preparation measures and policies are in place prior to the event</p> <p>Provide a suitable and sufficient medical risk assessment that meets all COVID-19 guidelines.</p>	<p>Ensure all guidance on COVID-19 is kept up to date and followed.</p> <p>Maintain crowds throughout the show.</p>	<p>Event Organizers</p> <p>Safety Officer</p> <p>First Aid</p>	On a regular basis before and during the show.