

The Friends of the University of Reading and RG Spaces - Risk Assessment

Event Name	East Reading Festival	Date	June 2019	Time	12-6pm
Location	Palmer Park	Event organiser	East Reading Festival	Event safety controller	East Reading Festival
Assessor	Annette Haworth	Date	1/2/2019	Permission given by	East Reading Festival

Section 1 - Identify hazards - consider all the activities within the event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	X
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please s	

6.	Manual handling	X	12.	Use of portable tools		18.	Marquees	X	24.	Pyrotechnics		30.	Chemicals, fumes dust				
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Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Volunteers	X	Contractors		Students	
Children		Visitors	X	Special needs	

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
3	Slips trips housekeepng				X	Ensure all volunteers on the day know how and where to store things and check site for objects on the ground and remove
6	Manual handling				X	Ensure all volunteers who are moving stuff know the right way to do it
18	Marquees	Gazebos/tent being used are designed for the purpose			X	Either ensure guy ropes etc firmly staked to the ground and/or use the weights designed for this purpose on the RG spaces tent
33	Vehicles/driving				X	Obey the Festival organisers restrictions on parking,

						access routes, speed limits and timing.
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