



- Risk Assessment

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| Event Name | Stall at Water Fest | Date | 16 June 2018 | Time | 11-17.00 |
| Location | Kennet Riverside | Event organiser | Reading Borough Council | Event safety controller | Reading Borough Council |
| Assessor | Annette | Date | 13/2/18 (and updated 14/6/18) | Permission given by | Water Fest RBC |

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

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|----|----------------------------|---|-----|---------------------------|--|-----|--------------------------------|--|-----|----------------------------|--|-----|----------------------|--|-----|-----------------------------|---|
| 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 specify | x |

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|----|-----------------|---|-----|-----------------------|--|-----|----------|---|-----|--------------|--|-----|-----------------------|--|--|--|--|
| 6. | Manual handling | X | 12. | Use of portable tools | | 18. | Marquees | X | 24. | Pyrotechnics | | 30. | Chemicals, fumes dust | | | | |
|----|-----------------|---|-----|-----------------------|--|-----|----------|---|-----|--------------|--|-----|-----------------------|--|--|--|--|

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, housekeeping | | | | X | Usual care with guy ropes/table legs/bags etc to be stored neatly and/or marked clearly. |
| 6 | Manual handling | Nothing really heavy. Tent can be moved on wheels. | | | X | Make sure anyone lifting etc tent/furniture knows about careful handling (bend ze knees etc). |
| 18 | Marquee | 3mx3m tent designed for this sort of use. | | | X | Ensure people understand how to erect/take down correctly. Ensure pegged down well. If weather very inclement (e.g. high wind) take down. Use tent weights which come off if the gazebo takes off. |
| 33 | Vehicles - driving | Special care – v slow speed – when | | | X | Make sure anyone delivering stuff understands this. |

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|----|-----------------|---|--|--|---|---|
| | | delivering and removing | | | | |
| 35 | Picture hanging | Pictures are very lightweight and a lightweight (Velcro) system used to hang them | | | X | Don't fasten pictures to both the tent and other heavy objects – instead use just the one structure and allow slack for movement with wind. |