



# & The Friends of the University of Reading - Risk Assessment

|            |                                |                 |                       |                         |                       |
|------------|--------------------------------|-----------------|-----------------------|-------------------------|-----------------------|
| Event Name | Stall at East Reading Festival | Date            | 19 June 2016          | Time                    | 12-18.00              |
| Location   | Palmer Park                    | Event organiser | East Reading Festival | Event safety controller | East Reading Festival |
| Assessor   | Annette                        | Date            | 18/2/16               | 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 specify      |   |
| 6. | Manual handling            |   | 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   |
| 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. |
| 33         | Vehicles - driving         | Special care – v slow speed – when delivering and removing tent |            |     | X   | Make sure anyone delivering stuff understands this.   |

Additionally, our usual risk assessment for the information tricycle applies:

|                        |                              |                                  |                 |                                  |  |
|------------------------|------------------------------|----------------------------------|-----------------|----------------------------------|--|
| Event or Activity Name | Info Tricycle                | Date(s)                          | During 2016     | Time                             | Various – as agreed with the relevant venue controller |
| Location               | Venues in and around Reading | Event organizer or Chief contact | Alex Haworth    | Event/activity safety controller | Alex Haworth   |
| Assessor               | Annette                      | Date                             | 15 January 2016 | Permission given by              | Trustees of RG Spaces plus relevant venue controllers  |

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

|    |                            |   |     |                           |   |     |                       |  |     |                            |   |     |                      |   |     |                   |   |
|----|----------------------------|---|-----|---------------------------|---|-----|-----------------------|--|-----|----------------------------|---|-----|----------------------|---|-----|-------------------|---|
| 1. | Fire hazards               |   | 7.  | Layout and traffic routes | X | 13. | Pressurised equipment |  | 19. | Inflatables                |   | 25. | Seating arrangements |   | 31. | Confined space    |   |
| 2. | Crowd control              |   | 8.  | Lighting levels           | X | 14. | Noise and vibration   |  | 20. | Other temporary structures | X | 26. | Welfare              |   | 32. | Lone working      | X |
| 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               |   | 16. | Communication         |  | 22. | Lasers                     |   | 28. | Food provision       | x | 34. | Machinery/lifting |   |

|    |                 |   |     |                       |   |     |                                |  |     |              |  |     |                       |           |     |                        |
|----|-----------------|---|-----|-----------------------|---|-----|--------------------------------|--|-----|--------------|--|-----|-----------------------|-----------|-----|------------------------|
|    |                 |   |     | ventilation           |   |     |                                |  |     |              |  |     |                       | equipment |     |                        |
| 5. | Fall of objects |   | 11. | Electrical equipment  |   | 17. | Violence to attendees or staff |  | 23. | Fireworks    |  | 29. | Work with animals     |           | 35. | Other - please specify |
| 6. | Manual handling | X | 12. | Use of portable tools | X | 18. | Marquees                       |  | 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 |  | General public | X |
| Children   |   | Visitors    |  | 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          | Slip, trips, housekeeping | Tools, spare leaflets etc are kept in the tricycle box or in a safe place away from where the public walk.        |            |     | X   |  |
| 6          | Manual handling           | Volunteers lifting the box or moving the tricycle have experience of event setup and are aware of manual handling |            |     | X   | If further volunteers are recruited, they will be trained in safe techniques for lifting and supervised to start with. |

|    |                            |  |  |  |   |   |
|----|----------------------------|--|--|--|---|---|
|    |                            | techniques   |  |  |   |   |
| 7  | Layout and traffic routes  | At any venue the positioning will be agreed with the venue's controller.   |  |  | X |   |
| 8  | Lighting levels            | If light is poor, extra lighting on the tricycle is provided (battery operated)  |  |  | X |   |
| 12 | Use of portable tools      | A battery operated screwdriver is used only during set up/take down and stored away from the public otherwise. Used only by an experienced operator.                         |  |  | X |   |
| 20 | Other temporary structures | The tricycle is secured and is supervised at all times.  |  |  | X | Anyone expected to assemble the tricycle or parts of it must be trained to Alex's satisfaction first.   |
| 32 | Lone working               | Much of the time there will be more than one person manning the info point, but in any case we expect to either be in an open public space or at an event venue with others. |  |  | X |   |
| 33 | Vehicles, driving          | Tricycle may be cycled at some point but not on public roads when fully laden. To be pushed only by those trained. Lights used at night.                                     |  |  | X | Brakes and bell to be tested by a competent person before tricycle is ridden. Anyone expected to move the tricycle to be trained by Alex and to do so at first under his supervision. |