



& The Friends of the University of Reading - Risk Assessment

Event Name	Stall at East Reading Festival	Date	17 June 2018	Time	12-18.00
Location	Palmer Park	Event organiser	East Reading Festival	Event safety controller	East Reading Festival
Assessor	Annette	Date	13/2/18	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	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, 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.
33	Vehicles - driving	Special care – v slow speed – when delivering and removing tent			X	Make sure anyone delivering stuff understands this.