

Event or Activity Name	Info Bicycle	Date(s)	16-17 July 2016 and subsequent dates as agreed	Time	Various – as agreed with the relevant venue controller
Location	Venues in and around Reading	Event organizer or Chief contact	Annette Haworth	Event/activity safety controller	Reading UK CIC and others
Assessor	Annette	Date	15 June 2016	Permission given by	Relevant venue controllers (eg Reading UK CIC)

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		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 ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects	X	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		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	Spare leaflets etc are kept in the bicycle bags or in a safe place away from where the public walk.			X	
5	Fall of objects	Bicycle either under control of a person or properly secured. Boxes/bags secured.			X	

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Contact details can be found on <http://rgspaces.org.uk>

6	Manual handling	Volunteers lifting the bicycle/boxes/bags have experience of event setup and are aware of manual handling techniques			X	
7	Layout and traffic routes	At any venue the positioning will be agreed with the venue's controller or bicycle positioned in a common place for bicycles, away from traffic (e.g. bike rack).			X	
32	Lone working	We will be either in an open public space or at an event venue with others.			X	
33	Vehicles, driving	Bicycle is properly maintained. High viz jacket worn when being cycled. Use cycle paths where available otherwise minor roads only. Push if only main road available. Boxes and leaflets carried in well-secured bicycle bags.			X	