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| Event or activity: |  | **Using this template:** All activities undertaken in a park or an open space require a risk assessment .The following risk assessment template includes some of the measures that should be considered when considering a small event or activity. Please see the 2 examples (shaded grey for guidance). The hazards and measures are not an exhaustive list and need to cover the **public / staff and volunteers**. So please ensure that you **consider all potential risks** when reviewing your activity. You can always contact the events team for advice and guidance. |
| Date of event or activity: |  |
| Risk assessor: |  |
| Signature: |  |
| Dated: |  |
| Event organiser: |  |
| Site manager on the day: |  |
|  |
| List the hazards belowRemember to talk to those actually involved in the situation. | Uncontrolled risk level | Existing measures being taken to control the risk. | Additional control measuresIdeally eliminate or if not possible reduce and control the risk | Controlled risk level |
| Examples | H | M | L | Examples | Examples | H | M | L |
| *Using a ladder to hang bunting or lights, a hazard could be slipping and falling off it.* |  | x |  | *Ladders are checked from time to time and are not recorded* | *Put in place regular checks of ladders, which are**then recorded**check that the equipment is safe before using* |  |  | x |
| *Having food at the event could result in food poisoning* |  | x |  | *All traders will be registered with a local authority and have a hygiene rating of 3 and above* | *We will insist on proof of food hygiene and Public liability insurance* |  |  | x |

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| General health and safety risk management: Public, staff and volunteers. (contractors and suppliers should supply you with their own risk assessment) |

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| Injury caused by heavy lifting or other manual tasks |  |  |  |  |  |  |  |  |
| Hazard of slips, trips and falls, wet or rough ground, pavements  |  |  |  |  |  |  |  |  |
| Hazards from waste |  |  |  |  |  |  |  |  |
| Injury from electrical equipment (Generators, cables, connections, lighting etc.) |  |  |  |  |  |  |  |  |
| First Aid (Injury illness on site) |  |  |  |  |  |  |  |  |
| Food poisoning |  |  |  |  |  |  |  |  |
| Safe use of on-site furniture (gazebos, tables etc.) |  |  |  |  |  |  |  |  |
| Use of portable staging and live performances |  |  |  |  |  |  |  |  |
| Noise controls (use of PA and music) |  |  |  |  |  |  |  |  |
| Inclement weather (strong winds, heavy rain etc.) |  |  |  |  |  |  |  |  |
| Lost children, vulnerable adults |  |  |  |  |  |  |  |  |

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| Crowd management: Public, staff and volunteers. (contractors and suppliers should supply you with their own risk assessment) |

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| Overcrowding, Audience attendance how will this be managed? |  |  |  |  |  |  |  |  |
| Antisocial behaviour (Management of alcohol) |  |  |  |  |  |  |  |  |
| Evacuation due to emergency or security issues: |  |  |  |  |  |  |  |  |
| **Traffic management:** Public, staff and volunteers. (contractors and suppliers should supply you with their own risk assessment) |
| Risk of accidents or injury due to collision with members of the public or staff by passing vehicles |  |  |  |  |  |  |  |  |
| Parking and event delivery |  |  |  |  |  |  |  |  |
| **Risk of fire:** Public, staff and volunteers. (contractors and suppliers should supply you with their own risk assessment) |
| Use of generators / power |  |  |  |  |  |  |  |  |
| Suppliers and food providers |  |  |  |  |  |  |  |  |
| General (provision of fire extinguishers etc.) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Covid 19 :** Public, staff and volunteers (contractors and suppliers should supply you with their own risk assessments) How will you mitigate the risks  |
|  Risk of spreading the virus at the event  |  |  |  |  |  |  |  |  |
| PPE Provision |  |  |  |  |  |  |  |  |
| Staff Volunteer protection |  |  |  |  |  |  |  |  |
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| **Covid 19 awareness:** (please refer to Camden’s guidance document) |
| The spread of infection (provision of PPE, hand sanitising, toilets, washing facilities, temperature checks. |  |  |  |  |  |  |  |  |
| Social distancing measures (adhering to government guidelines) Managing entrances and exits, Track and trace registrations. |  |  |  |  |  |  |  |  |
| Additional Covid-19 risks |  |  |  | - | - |  |  |  |
| **Counter terrorism:** (please ask the events team ask for advice) |
| Unusual or suspicious behaviour |  |  |  |  |  |  |  |  |
| Unattended bags or packages |  |  |  |  |  |  |  |  |
| Unidentified vehicles |  |  |  |  |  |  |  |  |

Please send your completed risk assessment to events@camden.gov.uk