

RISK ASSESSMENT

EVENT: Crediton Festival 2017
EVENT DATE & TIME: 3 - 24 Jun 17
LOCATION: Town Square
NUMBER OF PEOPLE EXPECTED: Up to 500

Location	Hazard	Persons at risk	S (Severity)	L (Likelihood)	Risk Factor	Existing controls	Additional controls
Venue generally	Loss of life and property due to fire	All	4 - Major injury	2 - Possible	8 - High priority	Qualified electricians installing and certifying equipment. All equipment in date for PAT testing. Use of experienced sound/lighting engineers. Maintain clear access to electrical supplies/connections. Lighting and other equipment properly earthed. Use of cable protectors against pedestrian and vehicular traffic. Lighting and sound desks covered with tarpaulin or completely removed when not in use. Adequate separation of auditorium from neighbouring facilities (eg. bar and BBQ). Minimisation of combustable materials in and around auditorium and back-stage. Availability of fire fighting appliances, especially for fighting electrical fires. Smoking discouraged within auditorium. 6 x main escape routes. Well lit and signed escape routes and provision of emergency lighting. Fire safety announcements at start of events, including location of emergency assembly points. Use of megaphone for emergency announcements. Audience chairs linked together. Warn fire service of event. Maintain clear access routes for fire service and use stewards as guides after evacuation is complete.	Regular surveillance for heat and smoke. Fire fighting training for stewards. Stewards to escort audience off site and to direct them towards safety. Inspect area before and during performances for combustable materials. Local fire service alerted to performances.

Venue generally	Slips, trips, falls	All	2 - Minor injury	2 - Possible	4 - Low priority	Reduce hazards to minimum. Clearly mark remaining hazards such as ends of scaffold poles, cables and wires, etc. Use cable protectors. Clearly mark edge of stage. Ensure steps to stage are correctly positioned throughout and edges marked. Warn performers to stay back from edge of stage. Provide qualified first aid cover. Provide handrails around seating areas.	Check complete area for hazards before and during each performance
Area generally	Noise in excess of the exposure standards	All	2 - Minor injury	2 - Possible	4 - Low priority	Regulate volume to safe levels. Keep personnel away from area immediately in front of speakers.	Monitor
Area generally	Noise impact on surrounding community	Surrounding flats and houses	1 - Trivial injury	3 - likely	3 - Low priority	Warnings issued to local community. Regulate volume to minimise disturbance. Cease noise as scheduled.	Monitor noise levels during performance.
Venue generally	Cuts and bruises Minor injuries	All	2 - Minor injury	2 - Possible	4 - Low priority	Qualified first-aider to be available.	
Venue generally	Major injuries and serious illness	All	4 - Major injury	2 - Possible	8 - High priority	Qualified first-aider to be available. Ambulance on call through 999. Announcer or producer to redirect cast and audience, as necessary. Stewards to clear access route for ambulance and to act as guides on arrival.	
At the entrance and around perimeter	Physical violence or abuse	Stewards Management	3 - "3 day injury"	2 - Possible	6 - Medium priority	Select stewards who are calm and robust in nature. Train/brief stewards/management to handle confrontation. (See CredFest Guidance Notes). Deploy stewards in pairs. Stewards to be dressed in hi-viz vests. Management to provide back-up and call police if situation starts to get out of control.	Invite police to patrol venue at appropriate times.

ASSESSOR NAME: Michael Summerton

SIGNATURE: *M Summerton*

DATE: 24 Feb 17

SEVERITY x LIKELIHOOD = RISK FACTOR

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 - remote	1, 2	No action / low priority
2 - minor injury	2 - possible	3, 4	Low priority
3 - "3 day injury"	3 - likely	5, 6	Medium priority
4 - major injury	4 - highly likely	7, 8	High priority
5 - death	5 - certain	8 – 10	Urgent action