

Risk Assessment Template: Events on Castle Green, Taunton

Date of Assessment: Event organiser to amend to event

Name: (Event organiser to insert name)

Date for Review:

ACTIVITY	HAZARD	RISK	PERSONS INVOLVED	LIKELIHOOD (1-6)	SEVERITY (1-6)	OVERALL SCORE	CONTROL MEASURES (Inc statutory requirements)	SCORE AFTER CONTROL
Setting up	Traffic movements – vehicles being brought in with equipment for set up.	Injuries to pedestrians from collisions with vehicles	Visitors to the event, volunteers, event organisers, other pedestrians in the area	2	6	12	<p>Time separation – set up to be carried out when the area is quiet first thing in the morning.</p> <p>Event organizer to give information on rules (time for set up, speeds, marshalling arrangements, public risks).</p> <p>Event organizer to produce map of activities / stalls on site.</p> <p>Marshalls to be in attendance to warn pedestrians and to ensure that vehicles are moving < 5mph.</p> <p>All marshalls to wear high vis clothing. Marshalls to be trained and competent.</p> <p>Signs to be provided (and sandbags to weight signs) to alert drivers to the event. Signs to be placed adjacent to the pedestrian zone signs at the side entrance of the Winchester Arms.</p>	
During the Event	Pedestrian / traffic route to Castle Hotel and Castle Bow	Injuries to pedestrians from collisions with vehicles	Visitors to the event, volunteers, event organisers, other pedestrians	2	6	12	<p>Route to be maintained using the cones and tape provided to demarcate the roadway to the Hotel / Castle Bow.</p> <p>Route to be kept free of static equipment and stalls.</p>	

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			in the area				<p>2 x Trained and competent traffic marshalls to manage the traffic movements. 1 required to be present on the entrance to Castle Green and 1 at the exit to the Castle Hotel (either end of the route), with effective communications in place.</p> <p>Marshall to chaperone vehicles through, walking ahead of the vehicle moving through the area. Vehicles to move at the slowest possible speed <5mph.</p> <p>Communications with the Hotel and other businesses in advance of event.</p> <p>Communications with cleansing (iDverde) ahead of the event regarding litter and toilet cleansing.</p>	
During the event – temporary structures	The area can be subject to high winds impacting on gazebos and temporary structures such as inflatables.	<p>Injuries to pedestrians from coming into contact with the structure.</p> <p>Damage to vehicles and property.</p>	Visitors to the event, volunteers, event organisers, others.	2	6	12	<p>Structures need to be adequately weighted and secured in place to prevent them becoming free and causing a hazard such as encroachment on the roadway.</p> <p>Safety Certification and competence for inflatable structures – as per event portal requirement.</p>	
Emergency access / egress	Emergency routes must be maintained within the area so that the emergency services can attend	Prevention of emergency services access. Possible multiple	Visitors to the event, volunteers, event organisers,	2	6	12	<p>Event organisers to consider capacity and the nature of event.</p> <p>Any structures to be provided in the area must be within the usable area (map to</p>	

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	im a timely manner.	fatalities as a result.	others.				be provided). The access / egress routes must be maintained at all times.	
Electrics	Trailing cables used to connect electrics. Unsuitable cables and connections used by event organisers. Damage to electric supply box.	Slips, trips fall Electric shock	Visitors to the event, volunteers, event organisers, others.	3	5	15	Suitable connections to be provided and cable management by event organisers.	
Spills of oils / fuels	Leaks of fuel when refuelling generators	Fire and explosion, damage to property	Visitors to the event, volunteers, event organisers, others.	2	4	8	Drip trays and spill kits to be provided where there are risks of spills from refuelling operations e.g. generators or from vehicles.	

RESIDUAL RISK RATING	ACTION REQUIRED
12 – 36 High Risk	The activity must not take place at all. You must identify further controls to reduce the risk rating.
8 – 11 Medium Risk	You must identify further controls to reduce the risk rating – take advice e.g from the H&S advisor. If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
1 – 7 Minimal / Low risk	No further action required. Maintain and monitor controls.

Risk Rating	Rating Action Bands
Likelihood	Severity Of Injury
1. Rare	1. Trivial Injuries
2. Unlikely	2. Minor Injuries
3. Possible	3. Major Injuries to the Person
4. Likely	4. Major Injuries to Several People
5. Almost certain	5. Death To One Person
6. Certain	6. Multiple Deaths

6						
5						
4						
3						
2						
1						
	1	2	3	4	5	6