

Event Risk Assessment

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| Event name: <i>The Bucks Skills Show</i> | Organiser: <i>Bucks Skills Hub</i> |
| Event date: <i>Wed 9th and Thurs 10th March 2022</i> | Location: <i>Westcott Venture Park, HP18 0XB</i> |

1. **Identify hazards** - consider all the activities within the event and tick the boxes of significant hazards that apply in 'risk level' colours:

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| ✓ | <i>Slips, trips, falls, housekeeping</i> | ✓ | <i>Weather issues</i> |
| ✓ | <i>Equipment and electrical failure</i> | ✓ | <i>Missing attendees</i> |
| ✓ | <i>Fire hazards</i> | ✓ | <i>Lone working</i> |
| ✓ | <i>Manual handling</i> | ✓ | <i>Contractors</i> |
| ✓ | <i>Emergency Arrangements and First Aid</i> | ✓ | <i>Food Safety and Hygiene</i> |
| ✓ | <i>Fall of objects</i> | ✓ | <i>Outdoor activities run by exhibitors</i> |
| ✓ | <i>Road crossings</i> | ✓ | <i>Other – Corona Virus – see separate RA.</i> |

2. **Who may be at risk?**

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| ✓ | <i>Staff and exhibitors</i> | ✓ | <i>Contractors – <name></i> |
| ✓ | <i>Public</i> | ✓ | <i>Other: school students and staff and Westcott Venture Park staff</i> |

3. **Risk level**

Low Risk – risk can be acceptable

Medium Risk – acceptable with adequate control measures in place.

High Risk – action must be prioritised and timetabled to reduce risk to an acceptable level

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4. Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section:

| Hazard & Potential Consequences | Existing controls | Further action needed | Action by who? And comments | Risk Level? |
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| Slips, Trips and Falls <i>E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas. Equipment and cable trip hazards.</i> | Bucks Skills Hub staff accompanied by Westcott Venture Park staff to carry out a pre-event site inspection to ensure that the area is suitable to hold event and have developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. | Bucks Skills Hub staff accompanied by Westcott Venture Park staff to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. | Julia Bond | Medium |
| Equipment and Electrical Failure <i>E.g. Injuries to those using or working on the equipment, including collapse</i> | Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event. Copies of all public liability insurance to be obtained in advance of the event. Any stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. | Ensure that all fixed and portable electrical installations have been checked and certificated by a competent person as per current legal requirements. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects. | James Borgnis – Marpav Chris Newman – Chelsea Hire Marquee Jon Wood – Moonlite Productions Ltd All exhibitors | Medium |

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| <p>Fire Hazards</p> <p><i>e.g. fire caused by electrical equipment malfunction or fuel from generators or marquee heaters</i></p> | <p>Marquee has good emergency access through the openable side panels at identified points in the structure. There are four designated emergency exits per marquee – i.e. eight in total. Risk of fire very low as most kit likely to be a hazard is outdoors and the event is in March.</p> | <p>Contractors supplying electrical equipment, cabling and generators to supply certificates or other documentation of maintenance / inspection / being fit for purpose. Good practice to be adopted with reducing risks, e.g. installing equipment in accordance with manufacturers' instructions, not covering appliances which generate heat, etc.</p> <p>Emergency access to be kept free from obstruction at all times.</p> <p>Bucks Skills Hub staff to give pre-event briefing session on emergency evacuation of the area in the event of fire.</p> | <p>James Borghis – Marpav</p> <p>Chris Newman – Chelsea Hire Marquee</p> <p>Jon Wood – Moonlite Productions Ltd</p> <p>Julia Bond</p> | <p><i>Medium</i></p> |
| <p>Manual Handling</p> <p><i>E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects</i></p> | <p>Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information, equipment and training.</p> <p>Employees/volunteers/exhibitors should be informed of the dangers of manual handling and instructed to assess loads before handling.</p> <p>Minimise repetitive bending wherever possible and ensure employees/volunteers/exhibitors take regular breaks.</p> <p>Use individuals who have been trained in techniques or provide basic training in manual handling techniques.</p> | <p>Bucks Skills Hub staff to give pre-event briefing session with all employees to include instructions on manual handling, including:</p> <ul style="list-style-type: none"> • Not to lift unless comfortable in doing so • Persons at significant risk (e.g. with a previous back injury) instructed not to lift heavy weights. • Wherever possible, lift items with assistance rather than alone <p>Trolley to be provided if required to reduce chance of heavy items being lifted without assistance – e.g. boxes of goodie bags for students.</p> | <p>Julia Bond</p> | <p><i>Medium</i></p> |

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| Weather Issues in March <i>E.g. extremes of weather can cause injuries and present hazards</i> | <p>All participants, exhibitors, visitors and helpers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Bucks Skills Hub staff in consultation with Westcott Venture Park staff to cancel activity if there is extreme weather such as heavy snow or flooding or prolonged gale force winds (greater than "A Moderate Threat to Life and Property from High Wind. Very windy with sustained speeds of 26 to 39 mph, or frequent wind gusts of 35 to 57 mph - https://www.weather.gov/mlb/seasonal_wind_threat).</p> | <p>Bucks Skills Hub staff supported by Westcott Venture Park staff to give pre-event briefing session with all participants to cover, where applicable, emergency weather evacuation of site in the event of unexpected storms / snow fall.</p> | <p>Julia Bond</p> | <p>High</p> |
| Emergency Arrangements and First Aid | <p>Bucks Skills Hub staff to ensure that schools have provided adequate first aid arrangements proportionate to the level of risk and numbers of students attending.</p> <p>Bucks Skills Hub staff to request help from Westcott businesses to identify a first aider and first aid kit to be on standby during the event should there be a medical issue to deal with amongst the exhibitors.</p> | <p>Ensure emergency services have adequate access / parking during the event and that emergency access is kept free from obstruction.</p> <p>Bucks Skills Hub staff to complete a Bucks Council Public Event Notice to ensure appropriate authority staff are aware of the event.</p> <p>All exhibitors to bring a first aid kit.</p> | <p>Julia Bond</p> <p>All exhibitors</p> | <p>Medium</p> |
| Contractors <i>E.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries</i> | <p>Bucks Skills Hub staff to ensure that any contractors or subcontractors hired to build the stages, erect marquees or set up food stalls etc., are competent in managing their own health and safety on site. Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment.</p> | <p>Bucks Skills Hub staff to ensure contractors are given adequate safety information regarding the event.</p> | <p>Bucks Skills Hub team</p> <p>All contractors</p> | <p>Low</p> |

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| Fall of Objects e.g. heavy objects falling off a table onto a foot or objects falling from height onto a head | All contractors to ensure all overhead objects are appropriately secured. All exhibitors to make sure heavy objects being displayed are secured or safe to handle. | All contractors and exhibitors to undertake a review of their area to check security of fixings. | All contractors All exhibitors | Medium |
| Road Crossings e.g risk of harm by a vehicle whilst crossing a road | Bucks Skills Hub staff to provide marshalls wearing hi-viz vests at road crossing points – see site map showing vehicle parking and road crossing points. School staff to ensure sufficient control of students whilst crossing roads in a calm and sensible manner. | Bucks Skills Hub staff to pre-brief schools and other attendees and exhibitors and supply a copy of the site map to illustrate possible areas of risk. | Julia Bond All schools and other attendees All exhibitors | Medium |
| Food Safety & Hygiene Delegates and staff could ingest food which is poorly cooked, conflict with allergens, choke or get ill. | Bucks Skills Hub staff to check that food contractors are adequately trained in food safety and hygiene and abide by food preparation procedures. Staff serving food will have good personal hygiene. | Food contractors will maintain and keep clean all food preparation and cooking areas, and ensure all food is within the use by date and of fresh quality | Caroline Cooper Food contractors | Low |
| Missing Attendees e.g. students may wander off and get lost around the wider Westcott Venture Park site | Westcott Venture Park staff to cordon the Skills Show site, using Heras fencing or similar. Schools to ensure students wear school uniform where possible, so they can be easily identified. Schools to ensure students are closely supervised on entry and exit from the Skills Show site. | Bucks Skills Hub staff to provide announcements via a tannoy to gather students at the end of their visit to the Skills Show. Bucks Skills Hub staff to supply a meeting point sign and area to gather students. This point to be marked on the site map and issued to schools in advance. | Colin Theobald Julia Bond School staff | Medium |
| Lone Working e.g contractor or exhibitor setting up on their own | Contact details to be made available at Westcott Venture Park Security Gatehouse if an individual expects to be working alone. | Contractor / exhibitor to have fully charged mobile phone and contact details for colleagues and Westcott Venture Park Security Gatehouse. | All contractors All exhibitors | Low |

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| <i>Outdoor Activities run by Exhibitors e.g construction activities using demo machinery</i> | <i>Exhibitors who have booked an outdoor space will ensure their area is appropriately secure and supervised so that no harm will come to any persons taking part in the activity.</i> | <i>Bucks Skills Hub staff to review the outdoor activity with the exhibitor in advance to ensure the area and planned activity are safe. Outdoor exhibitors will provide clear instructions and adequate supervision to any persons undertaking the activity.</i> | <i>Julia Bond Outdoor exhibitors</i> | <i>Medium</i> |
| Corona Virus | See separate RA document. | | | |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Duty of Care

All Contractors, exhibitors and participants must take reasonable care for their own health and safety, as well of others who may be affected by their actions (or omissions) during the event. It is the duty of the Westcott Venture Park staff and the Bucks Skills Hub staff to ensure, so far as is reasonably practicable, the health, safety and welfare of all visitors to the Skills Show site - and other people not directly employed by them - who may be at risk as a result of their work activities during the event tenancy. This duty includes:

- Communicate, co-ordinate and co-operate with other employers at the same venue;
- Providing and maintaining plant and systems of work that are safe and without health risks;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- Providing information, instruction, training and supervision as necessary for Health & Safety;
- Maintaining any place of work under your control in a safe condition including access and egress;
- Providing a working environment with adequate welfare facilities that is safe and without risks.