

**SUNSET
FESTIVAL
2014**

**EVENT
MANUAL
APPENDIX A**

**Risk
Assesments**

REVISION 2 5/6/14

**28th August to 1st
September**

**East Pidsley Farm
Pidsley Lane
Sandford
EX17 4EW**

OS ref (2181633,105093)

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1 Introduction

Sunset Festival is planned for the 28th August – 1st September 2014. The maximum amount of patrons attending the event will be no more than 1200, with a provision for a maximum of 300 crew, staff and artists over the course of the event.

There will be 4 defined areas with music:

- Stage 1 Main Stage
- Stage 2 Progressive/ chill-out / Café
- Stage 3 Reggae Stage
- Stage 4 Acoustic Stage

Other areas will be

- The Market place
- Licensed bars
- Food retail area including restaurants and cafés
- Performance areas
- Fire basket/pit
- Camping
- Camper van parking
- Car parking

These risk assessments were carried out by the DPS, Paul Bacon with regard to compliance to;

- The Licensing act
- The Health and Safety at work act
- Manual handling regulations
- The Purple Guide
- Control Of Substances Hazardous to Health (COSHH)
- Work at Height regulations
- The provision of work place equipment regulations

Principal Hazards

- Slips and trips
- Working at height
- Manual handling hazards

- Fire safety
- Chemical hazards
- Moving vehicles
- Public order
- Food hygiene and safety standards

2 Risk Assessments

2.1 Crime and Disorder

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
<p>Large sums of money on site.</p> <p>Bar takings.</p> <p>Box office.</p> <p>Banking. Deposits.</p>	<p>Event organizers, stake holders, invested parties. Those responsible for cash on site.</p>	L	H	<p>Security deployed to ensure the safety of personnel responsible for cash money on site.</p> <p>All cash monies are to be kept in a locked safe until deposited with the bank.</p>	<p>Security are trained in close protection and shall provide cover for staff while taking deposits to the bank.</p>	<p>Event planning team.</p>	<p>Planning stage prior to license application</p>	<p>Low</p>

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
<p>Robbery and theft.</p> <p>Event arena</p> <p>Camping areas.</p> <p>Car parks</p>	Workers, workers from other companies, artists, performers, members of the public.	L	H	<p>Secure and patrolled perimeter fence.</p> <p>Security to provide patrols in the event arena.</p> <p>Stewards and security to report any incidents to duty site manager at event control.</p> <p>Police to be called if any breach of the law has occurred.</p> <p>Security patrols in camping areas.</p> <p>Security patrols in car parking areas.</p>	<p>Liaison with local Police authority.</p> <p>Incident log book compiled by a duty site manager and kept at event control.</p> <p>Policy to be intelligence led.</p>	Event planning team. Safeguard security.	Planning stage prior to license application.	Low
Event traffic load on the public highway.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	H	<p>Automobile Association (A.A.) to install adequate signage along the public highways adjacent to the festival site warning motorists of the possibilities of vehicles turning or the likelihood of increased traffic. Visitors and members of the public shall not be permitted to park on public high ways adjacent to the festival site. Stewards and security shall prevent parking on the public highway.</p>	<p>Internal traffic management system allowing vehicles to be directed off the public highway and into the site traffic and parking system avoiding so far as is reasonably practicable any undue queuing or "bottle necks".</p>	Event planning team.	Planning stage prior to license application.	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Separation of pedestrians and moving vehicles within the event site.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	H	The planning and implementing of an Internal traffic management system. Clearly defined traffic routes. Marshalling of traffic. 5 MPH speed limit	Barriers to be used along pedestrian walk ways from car parking.	Event planning team.	Planning stage prior to license application	Low
Unwanted or undue sound output overspill outside the event site.	Members of the public and the wider community.	L	M	Location assessed by a competent sound specialist. No Sound systems larger than 10k will be employed. sound systems positioned to take advantage of the natural cover. Overall sound output to be monitored at the event perimeter by a dedicated team using hand held decibel meters.	Results to be recorded in a log held at event control and the data used to manage overall sound output. Sound out-put to be managed overall by the duty site manager. A dedicated complaints line will be staffed at all times and advertised in local press.	Event planning team.	Planning stage prior to license application	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Disorder or disturbance outside event site.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	M	The event shall be self contained including a general store as there are no amenities within walking distance.	Planning of site infrastructure and provision of services.	Event planning team.	Planning stage prior to license application	Low
Parked vehicles on the public highway.		H	H	No parked vehicles on the public highway. Entrances and exits manned by traffic marshals and security.	Planning and implementation of a traffic management plan.			
Late night disturbances outside the event.		L	H	Traffic marshals and security to control the main gate allowing traffic access to car parking areas.	Planning and implementation of admissions policy.			

2.2 Public Nuisance

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Late night refreshment	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	L	Bar to close at 03:00 hrs. The chai shop is canopied and an integral part of the chill out stage. Its location means conversational noise will not be a problem. Adequate training and supervision for staff	No alcohol is sold or served at the Chai shop except liquors served in coffees.	Event planning team.	Planning stage prior to license application	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Aggressive or violent behaviour	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	H	Security provided trained in conflict resolution. Entry refused to aggressive or violent people. Police informed of any breach of the Law. Breaks in bar opening times.	Log book used to record any incident. Liaison with security to prevent situations from developing.	Event planning team.	Planning stage prior to license application	Low
Emergency vehicle access.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	H	H	Dedicated emergency vehicle access into event arena. 10 meter access road around event site.	Entrances adequately staffed at all times.	Event planning team.	Planning stage prior to license application	Low
Transport links	Workers, workers from other companies, artists, performers, members of the public and the wider community.	L	L	AA to install signage on adjacent roads. Internal traffic management system competently designed and staffed. Public service vehicles to transport patrons from train station to event site.	Private hire companies will be alerted to the probability of increased number of passenger from the station.	Event planning team.	Planning stage prior to license application	Low
Pedestrian emergency exit from the festival arena to a place of safety	Workers, workers from other companies, artists, performers, members of the public and the wider community.	M	H	2x 2mx1m emergency signs to direct the public from the event site to safe rendezvous areas 1 & 2.	Head count on site used to verify numbers present.	Event planning team.	Planning stage prior to license application	Low

2.3 Public Safety

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Food hygiene/ safety	Workers, workers from other companies, artists, performers, members of the public and the wider community.	M	H	<p>All food retail outlets are required to provide evidence prior to the opening of the event of</p> <p>A current food hygiene certificate</p> <p>Their current H A C C A P /food standards agency log</p> <p>A current insurance certificate with the relevant amount of cover</p> <p>Suitable and sufficient risk assessments/method statements.</p>	Pre-festival checks by the event management team	Event planning team.	Planning stage prior to license application	Low
Fire performance including juggling.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	H	H	<p>Performers relevant experience and health and safety method statements/risk assessments</p> <p>Suitable and sufficient fire safety equipment to hand.</p>	Liaison with fire marshals prior to event and pre-performance Fire marshals to be in attendance during performance.	Event planning team.	Planning stage prior to license application	Low
Managed Fire Basket / Fire Pits.	Workers, workers from other companies, artists, performers, members of the public and the wider community.	H	H	<p>Fire safety method statements/risk assessments</p> <p>Suitable and sufficient fire safety equipment to hand.</p>	Liaison with fire marshals prior to event and pre-performance Fire marshals to be in attendance.	Event planning team.	Planning stage prior to license application	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Fire hazards.	Workers, workers from other companies, members of the public.	L	H	<p>No smoking policy in covered areas on site.</p> <p>Good housekeeping policy keeping the work place free of combustible material.</p> <p>Correct storage and use of chemicals (COSHH.)</p> <p>The provision of adequate fire protection devices;</p> <p>Fire extinguishers, fire blankets.</p> <p>Suitable and sufficient signage indicating emergency escape routes to a place of safety.</p>	<p>Additional fire risk assessment carried out by a competent third party due to changes in work practices or the introduction of new work methods.</p> <p>Review of the of fire safety arrangements at quarterly Health and safety meeting.</p>	Site manager	<p>At all times.</p> <p>Daily</p> <p>At all times.</p> <p>Prior to work commencing.</p>	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Slips, trips and falls.	Workers, workers from other companies, members of the public.	H	H	<p>Good housekeeping policy. Individuals shall be responsible for the keeping their immediate work area tidy and free of hazards to other workers.</p> <p>Visual inspection by site manager at beginning/end of work period.</p> <p>Adequate lighting in work areas.</p> <p>The use of barriers to prevent access to unsafe areas and</p> <p>Appropriate signage to indicate unsafe areas.</p> <p>All cables to be trenched or covered throughout site.</p>	The provision of dedicated housekeeping teams in order to maintain a good standard of safety across the site.	Duty site manager	Daily	Low
Trailing cables								
Working at height using stepladders	Workers, workers from other companies, members of the public.	H	H	<p>Workers trained in the correct use of ladders and step ladders which shall be provided and maintained in a safe condition.</p> <p>Suitable and sufficient supervision.</p>	A ladder registry is kept noting the date of inspections and any faults found along with any action taken to ensure that all equipment is in a safe condition.	Site manager	Weekly reports	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Manual handling,	Workers.	L	H	Workers trained in manual handling. HSE Manual handling poster displayed. Tool box talks given on site specific manual handling tasks. Work processes designed to reduce loads.	Telehandler and experienced Telehandler driver to assist with heavier loads.	Site supervisor	As appropriate.	Low
Hand held electrical equipment	Workers, workers from other companies, members of the public.	L	H	The testing and certification of hand held electrical tools (P.A.T.) Regular maintenance of all electrical equipment.	Internal reporting of faults log. Maintenance log.	Site manager	As appropriate	Low
Chemical hazards	Workers, workers from other companies, members of the public.	L	L	Use as per manufacturer's instructions contained within the data sheet. Use appropriate personal protective equipment as per the manufacturer's recommendations. Attention shall be paid at all times to codes of practice and COSHH regulations.	Data sheet provided with risk assessment. Any additional special arrangements to be assessed separately. All data sheets to be kept at event control.	Site manager.	As appropriate	Low
Wheelchair users and persons with special needs	Workers, workers from other companies, members of the public.	L	L	Wheelchair accessible toilets are provided for in so far as are reasonably practicable every effort shall be made to accommodate those with special needs.	Stewards and security shall be advised of the location and number of wheelchair accessible toilets.	Event management team.	Planning stage.	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
Provision of adequate first aid cover	Workers, workers from other companies, artist's members of the public.	H	H	First aid provision to be one first aider per fifty employees.	Paramedics on site during show time, security hold first aid certificates	Event planning team.	Planning stage	Low
Flooding	Workers, workers from other companies, artist's members of the public.	L	M	Early Warning system installed to monitor stream level and groundwater level. Management team each have subscription to EA Flood Warning system	In the event of Rainfall, Rises in river level to be reported, recorded, and acted upon according to flooding procedures	Event management team.	As appropriate	Low
Parked Vehicles Sliding in wet weather	Workers, workers from other companies, artist's members of the public.	L	H	Parking areas selected to be those with the shallowest gradients	Vehicles will be directed to park transversely to any gradient.	Stewards, Traffic Marshalls	Ongoing while vehicles arriving on site	Low

3 Disclaimer

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