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Risk Assessment

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All identified risks will be given a severity rating out of 25.

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15		
	Significant	4	4	8	12		
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

- Catastrophic STOP
- Unacceptable URGENT ACTION
- Undesirable ACTION
- Acceptable MONITOR
- Desirable NO ACTION

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Venue / Site Design

Subject : Terrain – Flat, grass/pasture fields

Risks Identified : Trip, slip, fall hazards

Persons / Property at Risk : Crew, Public, Emergency Services

Existing Control Measures : None

Risk Rating : **6**
Severity : 3
Likelihood : 2

Action (If required) :
1. Appropriate sign-age
2. Fill in pot-holes (Soil/wood-chip)
3. Cordon off (If actions 1 and 2 don't suffice)

Person(s) Responsible : Site Manager

Subject : Trees, hedgerow

Risks Identified : Loose branches falling

Persons / Property at Risk : Crew, Public, Emergency Services

Existing Control Measures : None

Risk Rating : **10**
Severity : 5
Likelihood : 2

Action (If required) :
1. Inspection
2. Felled by qualified tree surgeon

Person(s) Responsible : Site Manager

Subject : River

Risks Identified : Drowning

Persons / Property at Risk : Crew, Public, Emergency Services

Existing Control Measures : None

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Risk Rating : 10
Severity : 5
Likelihood : 2

Action (If required) :

1. Heras fencing
2. 24 hour lighting
3. Lifeguard
4. Emergency service access routes
5. Appropriate sign-age

Person(s) Responsible :

Site Manager
Health & Safety Officer
Production Manager

Subject : Demountable structure layout

Risks Identified : Public congestion.

Persons / Property at Risk :

Public
Staff

Existing Control Measures :

Pre-planned layout circulated to all contractors and build crew. Thoroughfares at least 1m wide, if flow is expected to be greater this is increased.
Major Ingress/Egress points use 3 single file lane queuing system and are one-way (Staffed).
Layout considered HSE guidelines and recommendation from experienced contractors.

Risk Rating : 1
Severity : 1
Likelihood : 1

Action (If required) : Site constantly monitored and reassessed if necessary.

Person(s) Responsible :

Site Manager
Production Manager

Subject : Demountable structure stability (adverse weather)

Risks Identified :

Damage to property.
Public Injury

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Persons / Property at Risk :

Staff
Public
Contractors
Property

Existing Control Measures :

Structures supplied and erected by experienced, professional companies.
Structures suitable for purpose.
Site in sheltered location.

Risk Rating :

5

Severity :

1

Likelihood :

1

Action (If required) :

Evacuation of structures and surrounding areas should wind speed breach 65mph.
Monitor weather and forecast.
Keep in contact with suppliers for advice.

Person(s) Responsible :

Production Manger

Subject :

Site in use at night

Risks Identified :

Slip, trip, fall

Persons / Property at Risk :

Public
Staff

Existing Control Measures :

Venues lit up.
High visibility material on posts and stakes (covered in foam).
Walk ways and gates lit up. Festoon lighting.
Facilities floodlit.
Camp-site, car park and main social areas floodlit.
Back-up power available.
Staff/Security in High-vis.

Risk Rating :

4

Severity :

2

Likelihood :

2

Action (If required) :

Person(s) Responsible :

Production Manager
Site Manager
Head of Security

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Subject : Unattended equipment

Risks Identified : Theft/Loss.
Vandalism.

Persons / Property at Risk : Property

Existing Control Measures : Lost & Found.
Locked stores for artist equipment.
Stage equipment lock-up at each venue.
Offices locked.
Security Staff

Risk Rating : 2
Severity : 1
Likelihood : 1

Action (If required) : Public info stating to keep valuable on person.

Person(s) Responsible : Production Manager.
Head of Security.

Subject : Vehicle movement on-site

Risks Identified : Personal injury.

Persons / Property at Risk : Public
Staff

Existing Control Measures : Vehicle lane around perimeter.
All venue, stall, food and waste delivery/pick-up points located show side of vehicle lane.
All vehicle movement authorised by Production Manager.
Signs, cones, fencing and structures creat barrier between public and vehicle lane.

Risk Rating : 3
Severity : 3
Likelihood : 1

Action (If required) : 5Mph speed limit on-site.
High vis member of staff to walk in front of vehicle and make sure lane is clear.

Person(s) Responsible : Site Manager
Production Manager

Crew

Subject :	Volunteers
Risks Identified :	Insufficient numbers. Unsuitable volunteers Performing tasks they are insufficiently trained/qualified for. Volunteer welfare.
Persons / Property at Risk :	Volunteers. Public. Staff. Hodgepodge Productions - (Insurance)
Existing Control Measures :	Recruitment/vetting process to include: All volunteers over 18, Disabilities, allergies, eating requirements, Contact details & next of kin. Brief to include: Manual handling, Aproprate H&S info, Task & Responsibility info, Chain of command list (Inc radio channel list), Supervisor contact list, Site rules, Importance of hydration. Regular breaks. Meal tokens. Access to staff facilities (toilet, water points). Public Liability Insurance.
Risk Rating :	4
Severity :	4
Likelihood :	1
Action (If required) :	
Person(s) Responsible :	Production Manager Volunteer Co-ordinator.

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Subject :	Staff
Risks Identified :	Insufficient numbers. Unsuitable Staff. Performing tasks they are insufficiently trained/qualified for. Staff welfare.
Persons / Property at Risk :	Other Staff Volunteers Public Hodgepodge Productions - Insurance
Existing Control Measures :	Regular breaks. Regular meals. Access to staff facilities (toilet, water points). Brief to include: Manual handling, Appropriate H&S info, Task & Responsibility info, Chain of command list (Inc radio channel list), Supervisor contact list, Site rules, Importance of hydration. Public Liability Insurance Assessment of skills and qualifications. Staff NOT to complete task they are not suitable for/don't feel comfortable with.
Risk Rating :	4
Severity :	4
Likelihood :	1
Action (If required) :	Daily pre/de-briefs.
Person(s) Responsible :	Production Manager Supervisors

Crowd Management

Subject : Large numbers of public

Risks Identified : Overcrowding, crushing
Lack of information, confusion

Persons / Property at Risk : Public

Existing Control Measures : 3 x single file queueing system through public pedestrian gates, staffed at all times. One-way system in place.
Curved front of stage crowd barriers.
Appropriate sign-age, directions and change of circumstance info.
Site maps handed out at entrance (free of charge). Site maps visible around site.
24Hour staffed up-to-date information point.

Risk Rating : 3
Severity : 3
Likelihood : 1

Action (If required) : Monitor crowd flow behaviour.
All staff briefed every morning on circumstances.
All staff to wear 'Crew' T-shirts around the site.

Person(s) Responsible : Site Manager
Volunteer Co-ordinator
Production Manager
Head of Security

Subject : Public Welfare

Risks Identified : Lack of facilities (Toilets/Water points)
Unhygienic facilities.

Persons / Property at Risk : Public

Existing Control Measures : Toilet blocks close to main entertainment areas. Toilet block in camp-site. Single portaloos in Car-park. Urinals at each major toilet block.
Facilities supplied to HSE standards (Minimum)
Multiple water points around the site.

Risk Rating : 3

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Severity :	2
Likelihood :	1
Action (If required) :	Visible and well signed. Lit up at night. Professional toilet company used – Cleaned once a day. Water quality monitored, bowser water change every 48hours (Minimum).
Person(s) Responsible :	Site Manager Production Manager
Subject :	Alcohol
Risks Identified :	Intoxication leading to anti-social behaviour and/or injury. Taking alcohol off-site (against license) Under-age drinking.
Persons / Property at Risk :	Staff. Public. Hodgepodge Production (Licensing) Performers
Existing Control Measures :	Experience bar staff. Refuse to serve if over intoxicated. Security and staff to monitor corwd. Alcohol served ONLY from the Bar. Monitoring of levels taken on site by public. All alcohol purchased on site disposed of at site egress gates (staffed).
Risk Rating :	6
Severity :	2
Likelihood :	3
Action (If required) :	Challenge 21. Over 18 event so should be OK but CHECK if unsure. Appropriate sign-age about dangers of drinking to much. Appropriate sign-age of event rules. Free water supplied.
Person(s) Responsible :	Bar Manager Production Manager
Subject :	Drugs

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Risks Identified :	Intoxication leading to anti-social behaviour and/or injury.
Persons / Property at Risk :	Staff. Public. Performers.
Existing Control Measures :	Search on entrance. Crowd monitoring (Staff/Security)
Risk Rating :	9
Severity :	3
Likelihood :	3
Action (If required) :	Amnesty Bin. Appropriate sign-age about dangers of drugs and laws. Information about No-Tolerance stance on drugs on social media.
Person(s) Responsible :	Marketing Manager Production Manager Head of Security

Logistics & On-site Vehicles

Subject : Driver suitability.

Risks Identified : Unqualified/Uninsured drivers.
Drivers with invalid licenses.
Personal/Property injury/harm.

Persons / Property at Risk : Drivers.
Public.
Staff.
Hodgepodge Productions (Insurance)

Existing Control Measures : Checks for current UK driving license (valid).
Photo-copy of license taken, held in production office.
Suitable Insurance checked.
All deliveries and site vehicles registration numbers and driver contact details logged.
All on-site vehicle supplied with windscreen sticker.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

Person(s) Responsible : Production Manager

Subject : Vehicle movement on-site

Risks Identified : Accident/Injury
Unauthorised movement.
Lack of awareness about site-rules/procedures.

Persons / Property at Risk : Drivers
Public
Staff

Existing Control Measures : 5mph speed limit.
High-vis staff to walk in front of vehicle.
Ingress/Egress log in/out.
Appropriate sign-age & information visible.

Risk Rating : 3
Severity : 3
Likelihood : 1

Action (If required) :

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Person(s) Responsible : Production Manager
Volunteer Co-ordinator

Subject : Accident/incident whilst driving

Risks Identified : Fuel.
Accident logging.
Mechanical fault.

Persons / Property at Risk : Drivers.
Public.
Staff.

Existing Control Measures : Vehicles checked for suitability/maintenance.
Fuel levels monitored by staff.
Divers briefed with accident procedures.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

Person(s) Responsible : Production Manager

Subject : Speeding on-site

Risks Identified : Injury through reckless driving.

Persons / Property at Risk : Public.
Staff.
Drivers.

Existing Control Measures : 5mph limit on whole site. Appropriate sign-age.
Hi-vis staff to walk in front of vehicle.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

Person(s) Responsible : Production Manager.
Volunteer Co-ordinator.

Entertainment

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Subject : On-stage layout.

Risks Identified : Trip/slip/fall (Unsecured cables, Flight cases/storage boxes).

Persons / Property at Risk : Performers.
Staff.

Existing Control Measures : Storage space provided.
Equipment set-up by hired professional company.

Risk Rating : 4
Severity : 2
Likelihood : 2

Action (If required) : Stage manager to secure any loose cabling, (check between each act).
Performers personal equipment to be checked and stored safely.

Person(s) Responsible : Stage Manager(s)

Subject : Lighting, projections.

Risks Identified : Dazzling
Falling lighting.

Persons / Property at Risk : Performers.
Public.
Staff.

Existing Control Measures : Installed and rigged by professional company to HSE standards.
Public Liability Insurance.

Risk Rating : 2
Severity : 2
Likelihood : 1

Action (If required) :

Person(s) Responsible : Production Manager
Stage Manager(s)

Subject : Sound levels (dB)

Risks Identified : Hearing damage.

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Persons / Property at Risk :

Noise complaints.

Public.
Staff.
Performers.
Hodgepodge Productions.

Existing Control Measures :

dB metres supplied to all sound engineers (specification briefed).
Regular dB readings within venues and surrounding areas.
Regular dB reading at site perimeter.
Regular dB reading at external locations.
Sound control measures (hay-bales, double speaker set-up)

Risk Rating :

6

Severity :

2

Likelihood :

3

Action (If required) :

Strict enforcement of procedures.

Person(s) Responsible :

Site Manager
Sound Engineers

Emergency & First Aid

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Subject : Communication

Risks Identified : Accident/Emergency occurring away from trained individuals.
Misinformation in emergency.

Persons / Property at Risk : Public.
Staff. Volunteers.
Performers.

Existing Control Measures : Chain of command issued to all staff and volunteers.
Clear radio channel list issued to all staff and volunteers.
2-way radios supplied to suitable individuals.
Private and emergency overriding channels on all radios.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

Person(s) Responsible : Production Manager
Volunteer Co-ordinator.

Subject : Evacuation

Risks Identified : Unsure of procedures.
Misinformation. (*see communication assessment [above]*)
Staff not acting properly.

Persons / Property at Risk : Public.
Staff. Volunteers.
Performers.

Existing Control Measures : Evacuation procedure included in briefings.
Experiences staff to lead evacuation.
Clear chain of command.
Code words used to avoid panic.
Back-up power.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

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Person(s) Responsible : Site Manager
Production Manager
Volunteer Co-ordinator

Subject : First Aid Response

Risks Identified : Illness/Injury.
First aider not available

Persons / Property at Risk : Public.
Staff. Volunteers
Performers.

Existing Control Measures : First aid procedure assessed.
Emergency First Aid training for senior staff.
Event details supplied to St Johns Ambulance service.
Briefing on procedure for staff and volunteers.
Plans to HSE compliance standards.
Route to hospital (A&E) on-site and planned.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) :

Person(s) Responsible : Site Manager.
First Aiders.
Production Manager.
Security

Fire Safety

Subject :	Entertainment areas
Risks Identified :	Electrical fires. Material (tent, decor) fires
Persons / Property at Risk :	Public. Staff. Volunteers Performers. Hodgepodge Productions.
Existing Control Measures :	Appropriate fire extinguishers supplied labelled and signed. Staff briefed of fire procedures. How to act, chain of command. Decor flame retardant (Flambard). Demountable structures supplied by professional companies that meet HSE requirement. Fire exits signed and clear. Fire lane access clear at all times.
Risk Rating :	5
Severity :	5
Likelihood :	1
Action (If required) :	
Person(s) Responsible :	Production Manager. Stage Manager(s). Volunteer Co-ordinator.

Subject :	Fire engine access
Risks Identified :	Blocked access.
Persons / Property at Risk :	Public. Staff. Volunteers. Performers.
Existing Control Measures :	Designated fire lane around perimeter to be kept clear at all times.
Risk Rating :	5
Severity :	5
Likelihood :	1
Action (If required) :	
Person(s) Responsible :	Site Manager.

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Production Manager.

Waste / Environmental Impact

Subject :	Waste Management
Risks Identified :	Build up of rubbish. (Pests and Disease) Smell and visible pollution. Rubbish left behind after event.
Persons / Property at Risk :	Public. Staff.
Existing Control Measures :	Bins at entertainment areas, camp-site, gates, seating areas, food and beverage stalls and on pedestrian lanes. Bin's well signed, monitored and emptied regularly. Waste store, fenced off, down of prevailing wind. Recycling and rubbish bags supplied on entry and handed out on Monday morning. Arena litter-picked daily. Full site litter-pick after event. Waste disposed of by local council.
Risk Rating :	2
Severity :	1
Likelihood :	2
Action (If required) :	
Person(s) Responsible :	Production Manager.
Subject :	Recycling & Waste reduction
Risks Identified :	Environmental Impact. (negative) PR. (Negative)
Persons / Property at Risk :	Environment. Hodgepodge Productions.
Existing Control Measures :	Recycling facilities widely available and promoted. Recycling bags handed out on entry and Monday morning. Social media spread of green stance. Reusable plastic cups for drinks (£1 deposit) Reusable mugs for hot drinks (£1 deposit) Staff advised to bring own plates, cutlery and mugs. Food vendors to supply food in recyclable containers. Compost for food waste. Eco-loos
Risk Rating :	4
Severity :	2
Likelihood :	2
Action (If required) :	

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Person(s) Responsible : Site Manager
Production Manager
Marketing Manager

Subject : Site

Risks Identified : Damage to turf, trees, plants and river.

Persons / Property at Risk : Environment.

Existing Control Measures : Good communication with land owners.
Contractors briefed on preventative measures.

Risk Rating : 3
Severity : 1
Likelihood : 3

Action (If required) : Possibility of re-turfing.

Person(s) Responsible : Site Manager

Subject : Sound Pollution

Risks Identified : Hearing damage.
Noise complaints.

Persons / Property at Risk : Public.
Staff.
Performers.
Hodgepodge Productions.

Existing Control Measures : dB metres supplied to all sound engineers (specification briefed).
Regular dB readings within venues and surrounding areas.
Regular dB reading at site perimeter.
Regular dB reading at external locations.
Sound control measures (hay-bales, double speaker set-up)

Risk Rating : 6
Severity : 2
Likelihood : 3

Action (If required) : Strict enforcement of procedures.

Person(s) Responsible : Site Manager
Sound Engineers

Catering

Subject : Food

Risks Identified : Hearing damage.
Noise complaints.

Persons / Property at Risk : Public.
Staff.
Performers.
Hodgepodge Productions.

Existing Control Measures : dB metres supplied to all sound engineers (specification briefed).
Regular dB readings within venues and surrounding areas.
Regular dB reading at site perimeter.
Regular dB reading at external locations.
Sound control measures (hay-bales, double speaker set-up)

Risk Rating : 6
Severity : 2
Likelihood : 3

Action (If required) : Strict enforcement of procedures.

Person(s) Responsible : Site Manager
Sound Engineers

Subject : Food & beverage vendors.

Risks Identified : Hygiene.
Food Poisoning.
Suitable for all eating types.

Persons / Property at Risk : Public.
Staff.

Existing Control Measures : Food Hygiene Certificates checked for all appropriate vendors.
PL insurance checked
Vendor selection includes, vegan/vegetarian, allergy and gluten free options.

Risk Rating : 5
Severity : 5
Likelihood : 1

Action (If required) : Regular hygiene checks by Traders Manger.

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Person(s) Responsible :

Production Manager
Traders Manager

