

Community Events Risk Assessment

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Name of Community Group:	Abinger Medieval Fair		
Name of Organiser:	Fair Committee		
Name of Risk Assessor:	Suzie Walker	Date of Review:	APRIL 2025

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Management of Safety and clear responsibilities	Members of Public Volunteers Paid Exhibitors.	Public Liability Insurance in place of £2 million All paid outside organisations must provide evidence of their Public Liability Insurance. A safety management team will be formed to put the actions outlined in the safety policy into practice. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures. All safety information circulated to all at the fair.	Medium	Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.	Low
2	Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	Members of Public Volunteers Paid Exhibitors	Organiser has carried out a pre-event site visit to ensure that the area remains suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Although unlikely all working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised Ensure cables are not in the public areas.	Medium	Event Organiser 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	Low
3	Event site area	Members of Public Volunteers Paid Exhibitors	Organiser has carried out a pre-event site visit to ensure that the area remains suitable to hold event and has developed a suitable risk assessment. Field to be checked during set up for any rabbit holes etc and any holes filled in. First Aid tent identified by large red cross flag. All stall holders advised of their location and shown on programme map	Medium	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Low

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4	Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Volunteers	Manual Handling required during set up and break down. Erecting stalls, moving tables, inputting posts for arena etc Volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Minimise repetitive bending wherever possible and ensure employed and volunteers take regular breaks. Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Medium	Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> Not to lift unless comfortable in doing so Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. All lifting by young persons to be supervised Wherever possible, lift items with assistance rather than alone 	Low
5	Weather Issues E.g. extremes of weather can cause injuries such as wind blown debris	Members of Public Volunteers Paid Exhibitors	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) Ensure there is an adequate supply of water to prevent dehydration. Consider taking down flags etc if extreme high winds,	Medium	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)	Low
6	Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment	Members of Public Volunteers Paid Exhibitors	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event Improve cabling to PAT tested 16a C-Form waterproof cabling to improve power distribution safety. PAT certificate supplied by PA systems.	High	Ensure that all electrical supplies have been checked and certificated as per current legal requirements. Power supplied by the church who carry out checks on a regular basis. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	Low

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7	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, E.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Volunteers Paid Exhibitors	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.	Low	First Aid Volunteers on site. All the committee are on site on the day and have a copy of emergency and ambulance plan. Any committee member or First Aid Volunteer will call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction	Low
8	First aid and Emergency Arrangements	Members of Public Volunteers Paid Exhibitors	Two First Aid Volunteers on site throughout the fair. Location identified to all volunteers on site. Private facilities available in gazebo which is highlighted with a Red Cross flag to clearly identify its location. Location shown on map included in programme.	Medium	First Aid volunteers to be provided with a copy of the Emergency and Ambulance Plan	Low
9	Children and Young Persons E.g. A young person taking unnecessary risks resulting in injury	Members of Public Volunteers	This is a children's event but all young children must be accompanied by an adult Children's races must be supervised by an adequate number of adults Compere to make it clear that lost children must go to the Red Cross tent, which is clearly identified by red cross flag and indicated on maps in programme.	Low	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	Low

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10	Food Stalls providing home made foods	Members of Public Volunteers	All food provided on site must be handled responsibly Anyone selling food must be aware of allergy implications All food handlers to be directed to the Government Guidance https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups https://www.food.gov.uk/safety-hygiene/food-safety-for-community-cooking-and-food-banks	Medium	Stall holders to be advised that if any member of the public requires specific allergy advice they should be warned that all the products are home made. Laminated signs relating to food allergens/intolerances to be placed on each stall - signage found on Food Standards Agency's website.	
11	Games and Events	Members of Public Volunteers	All stall holders and volunteers to be provided with the event plan and Risk Assessment. Volunteers managing the Toss the Hay, Coconut Shy etc must be aware of the proximity of members of the public and be prepared to move them away from the area if they are too close. The area and activity must be attended at all times. The pitchfork must be removed when not in use.	Medium	Volunteers manning these areas to be informed of the safety risk and supplied with the risk assessment	Med
12	Vehicles and Cyclists are able to drive through the village	Members of Public Volunteers Contractors	Car Parks are clearly marked and manned all day. Located to minimise traffic through the village. Very few cars use the lane on fair day as it is a small country lane used predominantly by locals who are aware of the event and there are alternative routes. Cyclists do come through the village. Signs are erected on each lane approaching the village warning SLOW village fair in progress. For about 5 minutes the procession crosses from the school to the green and this is managed by responsible adults, parents and teachers. Following this procession all activities take part on the green and the lane is again clear for vehicles.	Medium	Committee check MVDC website to check for cycle races Committee post the fair on the activities page of MVDC to highlight the presence of the fair and avoid anyone organising a cycle race on the same day. Volunteers patrol the lane and make sure all cars are removed asking neighbours to do so if necessary.	

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			<p>All houses on the approaches are leafleted a week before the event and advised of the event and asked to keep the approach roads clear on the day. All visitors to the fair are directed to park in two large car parks. Cones and tape are placed on the verges to prevent any parking and keep the access roads clear.</p> <p>Cones are removed from the verges on Saturday afternoon after the event.</p>			
13	Fire Safety Open Spit - manned at all times,	Members of Public Volunteers Contractors	<p>Lamb on a spit followed by hot dogs are on an open fire, it is manned all day. No stall or flammable surround to the fire. Fire extinguisher alongside at all times. When finished it is completely cleared down. Ash extinguished with water.</p> <p>Cream teas in village hall covered by their fire installations all fully covered and compliant with fire regulations.</p>	Med	<p>Provide all volunteers with emergency plan, Event plan and risk assessment.</p> <p>Check fire extinguisher on the day.</p>	Low
14	Unruly behaviour from Bar	Members of Public Employees Volunteers Contractors	<p>Bar is limited in sales to beer, mead, soft drinks, water</p> <p>The bar is manned by an ex policeman and sufficient staff to ensure safe management and ensure they do not serve drunk members of the public There is also a Pimms stall.</p> <p>This is very much a family affair and doesn't attract people wishing to party excessively.</p>	Medium	<p>Support available to bar staff if required to diffuse any situation.</p> <p>Licence in place.</p>	
15	Money on stalls	Members of Public Employees Volunteers Contractors	<p>Risk that someone tries to steal cash from a stall</p> <p>Advice to all stallholders to simply handover as requested. Do not resist</p> <p>As money is collected it should be removed from the stall so only small quantities on the stall at any time.</p>	Med	<p>The number of local people in the vicinity would make it very difficult to attempt such a thing without drawing the attention of large numbers of people.</p>	

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16	Crowd Management E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Employees Volunteers Contractors	Consider anticipated crowd capacity and ensure facilities are adequate Adequate provision of food available at the event Toilet facilities provided by the pub and village hall and mobile units There are multiple entrances and exit routes with no obstructions The main arena is fenced off All committee members and volunteers are on site for the event and there is a compere with adequate PA system to issue any instructions necessary.	Medium	Event Organiser will carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. ; • Fire-fighting equipment • A PA system for use in emergencies can be heard clearly in all parts of the venue. In the event of overcrowding, ropes around tossing the sheaf and main arena to be lowered to ease access routes.	Low
16	Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	Skip available behind the pub for all waste All stallholders provided with black bin bags and many take their rubbish home Bins are available on the green itself for the public to use. At the end of the fair these are emptied and put in the skip. Catering areas provide black bin bags for the public to use.	Medium	Ensure that special attention is made to areas such as: ▪ Approach to the event (e.g. surrounding streets and/or land) ▪ Entrances and exits ▪ Catering areas	Low

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17	Evacuation Plan	Members of Public Employees Volunteers Contractors	<p>In the event of a major incident, eg huge lightning storm, fire, Bomb.</p> <p>Should there be a need to evacuate the site,</p> <p>All committee members and stall holders are aware and will help to move members of the public away from the affected area.</p> <p>All present should make their way to the two car parks, Sutton Lane and Abinger Lane</p> <p>A member of the safety group will be in each car park If possible a member of the safety group will ensure the green is cleared</p> <p>Compere to announce actions as long as practically possible</p>	low	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; • Fire-fighting equipment and alarms are in full working order; • A PA system for use in emergencies can be heard clearly in all parts of the venue. 	

Signature of Risk Assessor

Date

Signature of Chairperson

Date

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