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| Temporary Road closure Risk Assessment |
| **Organisation Name**  | Cam Parish Council  | **Date**  | Tuesday 31 October 2023 |
| **Address** | Cam Parish Council Office, 4 Noel Lee Way, GLOS, GL11 5PS | **Email** | projects@camparishcouncil.gov.uk  |
| **Assessors Name**  | Johanna Edwards, Projects Officer | **Area/ Event Being Accessed** | Road closure: from roundabout to China Chef: Cam High Street |
| **Demographic expected** | Mixed age, mixed gender, family | **Describe in more detail what goes on here:** | Community Christmas event: Public event, non-ticketed, public land |

 

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| **Hazards Identified** | **Those at Risk** | **Risk level before control measures S x L = R** | **Controls of Risk** | **Risk level after control measures****S x L = R** |
| **S** | **L** | **R** | **S** | **L** | **R** |
| MANAGEMENT OF SAFETY and clear responsibilities  | Parish Council member. Members of the public. Staff | 3 | 2 | 6 | * Specific responsibilities communicated clearly to all staff and volunteers during briefings: fire wardens (all), traffic control, first aid etc.
* Public Liability Insurance cover the event. Contractors providing equipment or entertainment have provided their own Public Liability Insurance (copied held on file).
 | 3 | 1 | 3 |
| TRAFFIC MANAGEMENT Collision between vehicles and pedestrians | Parish Council member. Members of the public. Staff  | 3 | 2 | 6 | * Traffic management plan in place. Barriers will be in place to prevent vehicle access. Only exhibitors and contractors will be permitted controlled access to the site from 09:00 – 11:00. 11:00 – 17:00 access for disabled parking only.
* Advance communication with all residents to support short term closure for event
* SIA Stewards/ Traffic Control wearing high visibility vests will make sure vehicles do not Everside Lane from only access point.
* Public have been advised to walk where possible to reduce the number of vehicles near site
* All contractors/ exhibitors advised of access times and arrangements
* Access to be maintained for emergency vehicles at all times.
* Radio contact between traffic control and other support staff.
* All exhibitors and contractors have been communicated with regarding speed limit on Everside Road.
* Traffic marshals placed at midpoint of road to help direct and control limited event traffic.
* Traffic marshals placed at midpoint of road to ensure no traffic is permitted near pony rides
 | 3 | 1 | 3 |
| Manual handling: Musculoskeletal injuries | Parish Council members, Staff, Contractors  | 3 | 3 | 9 | * Manual handling will be limited
* More than two people to help lift heavy items
* All stall holders and contractors have completed their own risk assessments to review and reduce risk
* Persons experienced in manual handling of own equipment and materials
* Deliveries to be made as close as possible to point of use
 | 2 | 2 | 4 |
| Emergency arrangements & First aid provisionHazards arising from the need to evacuate or another emergency situation. | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 5 | 3 | 15 | * First aid provided by external company and meets medical risk rating of event (-20) and will be highly visible at the event. Adequate cover is in place.
* First aid will be available for use if needed in Event Control (Pavilion)
* Evacuation anticipated to be very unlikely and if required, access to neighbouring field, housing estate or Everside Lane is possible (depending on any restrictions).
* Emergency announcements made over PA to give clear instructions to the public (schedule of appropriate cover to be in place for Event Control)
* Radio communication between Stewards, First Aid and Event Staff
 | 4 | 2 | 8 |
| ELECTRICAL SUPPLIESShock, burns, equipmentdamage | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 5 | 2 | 10 | * Advance planning shall determine specification of appropriate power supplies and distribution equipment
* Equipment to be supplied as thoroughly inspected and safe for use by the contractor
* Equipment sited to allow free access of ventilation and prevent contact with materials likely to assist the spread of flame
* All exhibitors and contractors requested to ensure all electrical appliances have valid PAT testing in place (copies held on file)
 | 5 | 1 | 5 |
| LOST CHILDREN/ PERSONSMethod for reuniting lostpersons | Members of the public. | 5 | 2 | 10 | * Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons.
* All staff briefing to include lost child point: Event Control. Event organiser will be lost child designated person, and has DBS in place
* Event code word and actions for what to do if lost child is reported (location last seen, clothing description etc) given during briefing
* If young person is lost and not found within 10 minutes, police will be notified
 | 5 | 2 | 10 |
| Adverse weather conditions | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 3 | 3 | 9 | * Assess on the day whether the event is safe to go ahead in heavy wet weather or high winds conditions. The Clerk to the Council will make the final decision.
* Review the situation during the course of the event and make any necessary decisions as to the safety of attractions
 | 3 | 1 | 3 |
| CROWD MANAGEMENTOvercrowding leading tocrowd crushes and adversedynamics | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 3 | 2 | 6 | * Large open plan green space will naturally ensure adequate circulation space available for likely audience less than 1,000
* Clearly identifiable fully briefed stewards to assist where necessary
* Staff to be aware of demographic in attendance, and protocols for any anti-social behaviour
* Local PCSO neighbourhood team invited to attend
* SIA and stewards in attendance (7 SIA stewards, communication via radio)
* No licensable activities taking place
* All egress points are clear, sufficient and will remain unobstructed
* Audience demographic is low risk: mixed, family
* Timing of event will not encourage late night drinking or anti-social behaviour etc.
* Disruptive persons to be identified by event staff and responded to appropriately i.e., asked to leave by SIA operatives
* A reasonable amount of alcohol is permitted to be carried into the event as part of a picnic. SIA stewards will monitor and ask event attendees to de-cant into plastic glasses. Any amount of alcohol deemed above acceptable will be confiscated and returned to owner the following week. All of this supports The Licensing Act 2003 objectives.
 | 1 | 3 | 3 |
| PUBLIC INFORMATION Local concerns and objections | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 1 | 3 | 3 | * Advance communication with all event neighbouring residents, by letter, poster and social media
* Consideration given to time and noise level relevant to local residents.
* Advance liaison with emergency services
* Social media, letter drops, and email utilised in forewarning of event or can be used in event of cancelation
 | 1 | 1 | 1 |
| Slips/trips/falls:Injuries arising from slips, trips and falls  | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 4 | 3 | 12 | * Any slip/trip hazard to be reported to a member of the Council so they can clear the hazard.
* All footpaths and access routes to be monitored during event to ensure no hazard build-up
* All footpaths and access routes to be monitored throughout event to ensure potential obstructions and hazards are identified and dealt with quickly
* Emergency routes to be kept clear at all times (included in plan)
* Public open spaces present some obvious trip/slip risks but normal for this type of environment
* Lighting: will not be an issue for the scheduled time of event (inc. build-up, open and break-down)
* Any defective or clearly hazardous areas to be temporarily barriered until remedial work can be undertaken
* Cables to be routed by matted/taped down
 | 4 | 1 | 4 |
| Gazebo & equipment: injuries caused by faulty equipment  | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 2 | 2 | 4 | * Gazebo to be checked and in good working order before use
* At least one member of staff with experience of putting gazebo up to be in attendance
* Allocated time for set-up will ensure safe working practise
* Al stall holders have submitted risk assessments for their activities
* All working at height must be avoided wherever possible, and is not anticipated for this event
 | 2 | 1 | 2 |
| Food Hygiene  | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 5 | 3 | 15 | * All purchased refreshments will be made at designated catering providers, who operate under their own hygiene rating and catering business
* all catering providers have a food hygiene rating of 4+
* All catering outlets have access to running water for hygiene purposes if required
* The Event Organisers will monitor activity which could lead to poor food hygiene and react accordingly where trends are identified.
 | 4 | 1 | 4 |
| GENERAL FIRE RISKS General risks from fire, smoke, ignition sources, confusion and panic in the presence of danger | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 5 | 3 | 15 | * Regular patrols by all staff and stewards to ensure no unauthorised fires
* All catering suppliers have a risk assessment in place, and fire preventative action methods and equipment
* Event has limited all sources of ignition and shall separate them from sources of fuel.
* Additional fire extinguishers are on hire for the temporary marquee
 | 5 | 1 | 5 |
| PERFORMANCE GROUPS | Performers | 3 | 2 | 6 | * Young and vulnerable people supervised or assisted by appropriate adults or assistants
* Activities for children to not include any hazardous tasks, substances or inappropriate material
* Each entertainment provider and stall holder has provided a risk assessment for their activities, and a copy of their Public Liability Insurance.
* Skate park use will be closely monitored by Youth Worker to prevent overcrowding or dangerous manoeuvres. The facility will be used for it’s intended use.
 | 3 | 1 | 3 |
| Welfare Arrangements Lack of toilet facilities, public hygiene | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 3 | 2 | 6 | * Sufficient welfare facilities provided for expected numbers and demographic of attendees, and length of event
* Location of welfare facilities will be communicated with public at event via highly visible stewards
* Welfare: min. of 5 toilets required for expected number attending event for 6 hours with mixed gender and food being served. Event has provision of 7 toilets.
* Cleanliness of toilets will be monitored at regular intervals throughout the event.
 | 2 | 1 | 2 |
| ANIMAL HANDLING Public safety  | Parish Council member. Members of the public. Staff. Contractors. Stall holders.  | 5 | 2 | 10 | * Animals will be supervised at all times
* Any handling will be supervised by expert handlers
* Hand sanitiser and handwashing facilities available following handling to prevent any infection
* Adequate barriers in place to ensure controls of animals during exhibit and prevention of public walking into animals
* Animal welfare documents and risk assessment for activity on file
 | 3 | 1 | 3 |
| STRUCTURAL FAILURE Leading to collapse or overturning of temporary structure | Parish Council member. Members of the public. Staff. Contractors. Stall  | 3 | 2 | 6 | * Temporary structure in place: marquee. All safety checks and final sign off by qualified contractors. Contractor safety policies on file.
* Any structures designed for anticipated use and confirmed as suitable by competent persons
* Wind and weather contingency plan in place
* Appropriate ballast or anchoring in place (e.g., gazebo weights) for all relevant structures to prevent uplift, overturning or failure within limits of wind and weather management plan.
* Wind and weather monitored throughout event period and managed accordingly
 | 1 | 2 | 2 |
| Natural HazardsEg: skin rash from plants, bee stings etc  | Parish Council member. Members of the public. Staff. Contractors. Stall  | 3 | 2 | 6 | * As part of regular grounds safety checks the play areas and playing field will be checked for any natural hazards. Checks are documented and actioned through the main office.
* Adequate first aid arrangements have been provided (proportionate to the level of risk).
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| **Risk Analysis Matrix** |  | **Severity**  |
| Negligible **(1)** | Minor **(2)** | Moderate **(3)** | Severe **(4)** | Critical **(5)** |
| **Likelihood** | Very High **(4)** | Low 4 | Medium 8 | High 12 | Very High 16 | Very High 20 |
| High **(3)** | Low 3 | Medium 6 | High 9 | High 12 | Very High 15 |
| Moderate **(2)** | Very Low 2 | Low 4 | Medium 6 | Medium 8 | Medium 10 |
| Low **(1)**  | Very Low 1 | Very Low 2 | Low 3 | Medium 4 | Medium 5 |