

APPENDIX K

Wild Wood Events Ltd – General Area Risk Assessment

The following risk assessment is a general risk assessment to cover all activities provided at the Woodland Glade, Horseheath Racecourse, Linton by Wild Wood Events Ltd. This document shall be using the following tables and definitions to review the potential hazards consistent with a greenfield site festival as well as potential hazards unique to this venue setting.

This is considered a dynamic assessment and will be reviewed, updated and amended as necessary. Any changes shall be circulated to all parties concerned within the Event Management team for each event this risk assessment is applicable to. No changes shall be made without complete approval of Wild Wood Events Ltd.

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. Moderate	4.Serious	5. Major
Likelihood	1. Very Unlikely	1	2	3	4	5
	2.Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4.Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

1 – 6 Low	May be acceptable. However, due care must be taken and the tasks reviewed to ensure risks are reduced to minimum
7 – 14 Medium	Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk
15 -25 - High	Task must not proceed. It must be redefined, or further control measures put in place prior to the task commencing

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
Build and Break										
1	Site Rules	All staff and contractors	Persons accessing restricted areas Failure to follow procedures Staff unaware of arrangements.	3	3	9	All staff will be given all site rules and procedures prior to going onsite. All site rules and emergency arrangements will be communicated to all staff at in an induction when first arriving onsite before undertaking any work.	2	1	2
2	Vehicles loading/unloading onto site	Loading/Unloading staff and contractors	Serious injury through lack of awareness; Contact with moving vehicles Objects falling off the truck resulting in crushing injuries	4	3	12	All drivers, staff and contractors must have the sufficient PPE, including safety footwear and hi-vis vest as a minimum. Vehicle will access site in accordance with the pre-agreed access routes and systems in place All drivers will must adhere to their designated times as highlighted and communicated to them from the schedule. All vehicle loads will be securely packed and strapped prior to arriving on site. Banksman shall assist with any vehicle movements.	2	3	6
3	Use of hazardous materials.	Staff and contractors	Irritation to skin / eyes. Fits. Fire, burns. Disorientation.	3	4	12	COSHH assessments are to be completed for all hazardous materials brought onto site and the assessments are to be kept on site. All COSHH materials are to be identifiable in a register and stored in an appropriate area. Spill kits are to be made available for all COSHH substances and crew members are to be trained in their use.	2	3	6

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
4	Injuries sustained within the site	Staff, contractors and public	Injuries worsening through lack of first aid provision Slips, trips and falls.	4	3	12	Adequate and appropriate First Aid equipment shall be available on site at all times it is occupied. Suitable procedure for dealing with staff or contractors who are unwell or who are taken ill shall be implemented. A member of the Event Management Team shall oversee this procedure. The first aid kit shall be located in the Production Office and a system implemented to replenish any used items Continual monitoring of the situation throughout the duration of the installation and de-rig.	3	2	6

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
5	Manual Handling	Staff and contractors	Musculoskeletal disorders from improper technique. Broken limbs, bruising and abrasions from dropped items.	4	4	16	<p>Mechanical aids shall be sought and utilised where available.</p> <p>All staff will be given a briefing on how to do manual Handling in a safe manner.</p> <p>Sufficient time shall be allocated to the task.</p> <p>Knees shall be bent.</p> <p>Body shall not be twisted.</p> <p>Load shall be kept close to the body.</p> <p>Equipment shall not be carried over shoulder height.</p> <p>Loads that are not light enough to be carried by one person shall not be carried using team lifting.</p> <p>Additional care and attention shall be exercised if the ground surfaces are uneven or have different height gradients.</p> <p>All staff to receive task specific manual handling assessments where necessary.</p> <p>Task specific PPE to be worn at all times which may include steel-toe safety footwear, gloves, hi-vis vests, hard hat (work at height).</p>	4	2	8
6	Use of Personal Protective Equipment (PPE).	Staff and contractors	Injury to person (eyes, head, feet, hands, ears).	3	3	9	<p>Correct PPE identified for the specific task and the individual shall be selected, or where identified within a specific risk assessment.</p> <p>PPE requirements shall be covered in the site induction.</p> <p>Steel toe safety footwear to be worn during all manual handling operations, hi vis vest when working around vehicles and other personnel, and hard hat when work at height is taking place.</p>	3	1	3

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
7	Non-reporting of accidents	Staff, contractors and public	Legislation breach; Inability to deal with worsening injuries.	5	3	15	Written records of all accidents / safety incidents involving persons shall be kept on site and be made available to an authorised officer if requested. All accidents/ incidents and near misses MUST be reported to the Production Office. An accident book shall be kept on the site and accidents / safety incidents shall be entered. RIDDOR shall be observed. All accidents and incidents should be reported to The Royal Institute of British Architecture upon request.	4	1	4
8	Dehydration	All	physical distress and possible illness	3	3	9	Ensure that staff have adequate breaks and a sufficient supply of water is available to all staff and public. A tap should be positioned within your area providing water from a mains source available to all. Free tap water will be available via the Medics if required. Marquee sides will be opened during very hot weather to allow for free flow of air and adequate ventilation	1	3	3

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
9	Working alongside general public and other contractors	Staff, contractor, visitors and guests	Confusion, collisions, serious injury, risk of inability to evacuate in an emergency	4	3	12	Areas of work will be segregated with the use of hazard tape where necessary Mandatory PPE covered within the induction will be worn by all workers at all times when required or when a task specific risk assessment deems necessary. Venue Security are onsite at all times to prevent any unauthorised access into the work area.	3	2	6
10	Working at Height	Staff, contractors, guests and visitors	Falls from Height, Injuries sustained by equipment/ tools falling from height	4	3	12	During the build a minimum of two-part PPE should be worn by all contractors (hi-vis vest and steel toe shoes) and a hard hat when working at height. PPE requirements are enlisted in the site rules and will be briefed to contractors in the induction. A means of segregation will be sought to ensure that no other persons can access the areas where work at height is taking place beside the appointed contractors. Effective communication will be administered at all times. All work at height will be monitored by the Event Management Team / Contractors head of department.	3	2	6

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
11	Falls from ladders	Staff, contractors and public	Injury to persons underneath, damage to property, building and work equipment. Fall of person, objects to persons below. Ladders toppling.	4	3	12	Ladders shall be inspected by a competent person prior to use, particular attention shall be drawn to stabiliser bar rubber feet, metal locking bar, safety catches, webbing strap and indentations / damage to rungs. If staff or contractors ascertain that a ladder is not in suitable condition or fit for purpose they shall not use it. Ladders shall be positioned on a flat hard piece of ground. Ladders shall be secured into a locked position prior to use and extended fully in the horizontal position with the metal locking bar locked, the webbing strapping extended and in good condition and the safety catch applied to each section after extending.	3	2	6

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
12	Incorrect use of Hand Held Tools	Contractors	Lacerations and crushing of the hand.	3	2	6	All operatives are to be competent and experienced in the use of hand tools. The correct tool must always be selected for the job in hand. Before commencing work operatives must ensure they have a safe and stable working area and safe access to the working site. All tools are to be fit for purpose, any damaged, blunt or unfit tools are to be removed and replaced. When not in use all tools will be properly sheathed or guarded. Tools are never to be left unmanned and must always be stored securely when not in use. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Further training and verbal instruction to be given to crew where appropriate. All operatives are to wear appropriate PPE including gloves	2	2	4
13	Installed Equipment	Staff, contractors and guests	Collapse and failure resulting in major and minor injuries.	5	3	15	The Event Management Team will carry out an inspection with main installation contractors prior to the area opening. All installed equipment will be regularly checked, monitored and maintained. Suitable and sufficient cable management will be implemented and monitored at all times.	5	1	5

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
14	Security	Staff / Contractor	Injury to persons Loss of personal belongings Damage to property	3	3	9	Where necessary and should the need arise, the Police Service will be called to assist. The Event Management Team shall prevent unauthorised access to the working site and segregated areas.	2	3	6
15	Evacuation of the venue/ site	All persons under the control of Venue Manager	Confusion, Area left unsafe Crushing, trampling and panic	3	3	9	In the event of evacuation, all staff will follow the procedures set out by the Events Management Team. All persons will be briefed on the evacuation procedure pre-event opening to the public. The Event Management Team will include this in their own area safety briefing. A good level of housekeeping will be maintained at all times ensuring all exit routes are kept clear at all times. Clearly defined fire lane routes will be created in the back of house crew camping area to ensure a clear pathway in the case of an emergency within the area. All installed equipment will be erected and installed so as not to obstruct or impede any fire exits or escape routes.	3	2	6

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
Event Risk Assessment										
1	Crowd Management	Guests, Staff, Contractors,	Crushing injuries Inability to egress safely in an emergency Claustrophobia	4	2	8	Within this Event Safety Management Plan, arrangements are stated relating to entry and egress of the area (including monitoring of the capacity) and emergency evacuation. Security shall monitor the entrance and exit routes The capacity shall not be exceeded.	2	2	4
2	Non-Reporting of accidents	Guests, Staff, Contractors	Legislation breach Inability to deal with worsening injuries.	2	2	4	The Event Management Team and Security shall ensure written records of all accidents / safety incidents involving guests shall be kept securely onsite and copies forwarded on to the event where required. RIDDOR shall be observed at all times.	2	2	4
3	Failure of Inspection / Maintenance	Guests, Staff, Contractors	Unsafe egress for staff / visitors Failure for access of emergency vehicles Emergency exit route blockage	4	2	8	The Event Management Team and Site Security to ensure emergency exit routes are kept clear at all times. These checks will also be undertaken to ensure that access for emergency service vehicles remains clear. Any technical equipment that visitors may come in to contact with will be maintained, stored and operated in a safe manner.	2	2	4

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
4	Failure of electrical installations	Guests, Staff, Contractors, Visitors	Fire. Injury to contactees – electrocution Lighting failure resulting in panic	4	2	8	The Event Management Team to ensure all Portable electrical appliances / equipment brought onto site shall have certifiable records of Portable Appliance Testing (PAT) or similar carried out by a suitably trained and competent person. Temporary electrical cabling installed within the event space shall be inspected and tested by a suitably trained and competent person and records of these checks will be kept for the duration of the installation. Where necessary, exclusion zone will be formed by the use of a barrier around the electrical installations to exclude unauthorised personnel. Appropriate signage will be implemented where necessary.	3	2	6
	Failure of general lighting.	Persons/ Staff/ contractors / All Guests.	Mass panic, hysteria. Inability to egress event arena safely. Injury to all occupants.	2	4	8	Suitable lighting will be present to supply the area with appropriate lighting and ensure the safety of the public on site. Security personnel will operate as Fire Marshals in the event of evacuation.	1	4	4

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
6	Fire	Guests, Staff, Contractors, Visitors, Property.	Injury or death Serious damage to property	5	2	10	All working crew shall attend a fire safety briefing detailing the fire and emergency procedures. All temporary furnishings, drapes, obstacles etc. shall also be required to be fire retardant and certificates provided. All wall / floor coverings shall be compliant with British Standards and evidence of conformity shall be provided to the Safety Advisor. Fire certs shall be produced to an authorised officer if requested.	4	1	4
	LPG /Liquid Petroleum Gas	Staff and General Public	explosion or gas poisoning, potential fatality	3	4	12	No LPG or liquid Petroleum Gas will be used in the area.	2	3	6
7	Failure of Housekeeping issues	Guests, Staff, Contractors, Visitors	Slips, trips, falls Fire Obstructing access routes/ exits	3	3	9	The Event Management Team shall ensure regular checks of functional and decorative fixtures will be implemented and undertaken, with all checks recorded, this will also include all areas, Appropriate signage will be deployed where necessary.	2	2	4
8	Injuries sustained within the event area	Guests, Staff, Contractors, Visitors	Injuries sustained during the event, Broken glass, liquid spillage, Slips, trips, falls, burns.	3	3	9	Designated staff shall be trained in First Aid and certificates made available for inspection if required by an authorised officer of the licensing authority. Medical procedure documented in this plan Designated staff shall be trained in procedures to deal with this.	3	2	6

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				S	L	R		S	L	R
	Marquees and other structures in inclement weather	All	risk of becoming unstable or collapsing, injury, fatality	3	5	15	The Event Management Team is to Inspect the structures with the onsite Safety Advisor after inclement weather to ensure they are still structurally sound. Use only reputable companies that can provide all relevant documentation. Ensure all staff in your area are aware of the evacuation procedure in case structures and area become unsafe.	1	5	5
9	Flammable material	Guests, Staff, Contractors, Visitors	Fire	4	2	8	Contractors will ensure all material have been fire rated. Should a fire occur from ignition, all staff will follow the instructions from the Event Management Team and Security which are laid out in the fire and emergency plan. Security staff acting as Fire marshals will assume control of the situation under instruction of the Event and applicable Authorities All fire certifications must be kept on file and be provided to the Event Management Team. Although all contractors will ensure all material has been fire rated, there will be an element of flammable material on site.	4	1	4

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
10	Use of hazardous materials – cleaning products	Guests, Staff, Contractors, Visitors	Irritation to skin/ eyes/ throat Fire, burns, disorientation	3	4	12	MSDS and COSHH Assessments will always accompany all hazardous materials on site. Task specific PPE to be worn. Prior notification of the use of certain hazardous material shall be given to the local authority fire service (where required).	3	2	6
11	Evacuating disabled people in the event of an emergency	Disabled visitors	Inability to evacuate, panic, distress	4	2	8	Working from the venues procedure for evacuating disabled persons has been acquired and shall be implemented, where necessary.	4	1	4
12	Suppliers working alongside each other	Staff, Contractors	Injuries as a result of suppliers not knowing what other suppliers are doing, Failure to communicate	4	3	12	Event staff will only arrive onsite once equipment has been installed and all structures, staging and equipment flown at height has been signed off. On arrival event team will be made aware of any safety issues in connection with installed equipment by Contractors.	3	1	3

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
13	Installation of power supply: generators, cabling, distribution etc	Technical staff and visitors	Fire from electric overload / short/ Electrical shock/ electrocution arcing leading to fire and property damage	4	2	8	<p>The Event Management Team is to select and use only a recognised and reputable contractor to supply power. The event is responsible for the supply of power they must ensure the Power Supplier signs off on completion of work that all has been carried out to supply power to the area and within</p> <ul style="list-style-type: none"> • <i>Electricity at Work Regulations 1989</i> • <i>Electrical Safety, Quality & Continuity Regulations 2002</i> • <i>BS7909:2011 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes.</i> • <i>BS 7671 – 17th Edition "Requirements for Electrical Installations</i> <p>All electrical supply and cabling to be fit for purpose for outdoor use.</p> <p>Only authorised and trained people allowed in areas of generators and distribution boards. All equipment will be PAT tested at source and an integrity test will be carried out on site, with all results recorded.</p> <p>The Event Management Team is to ensure that the area has sufficient CO2 fire extinguisher which are provided by the Festival/ Event. These will be located in this area and will be familiar in its operation.</p>	4	1	4

No	Potential cause to harm (hazards)	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
14	Site Rules – fire and emergency arrangements	Staff, Contractors	Persons accessing restricted areas, Failure to follow procedures, Staff unaware of arrangements	3	3	9	All working crew members will be briefed on all site rules, procedures, emergency arrangements. The Event Management Team are responsible for ensuring that their staff/ contractors working under their control have attended the induction prior to starting work. Site security will be on hand to enforce authorised and unauthorised personnel access.	2	1	2
15	Fire or bomb threat	Staff/ Contractors/ general public	Major injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the building.	5	2	10	Emergency services access route will be identified. Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. Emergency services access route is in place. All area staff will be familiar with evacuation procedures. In the event of a major incident the emergency services will take over the co-ordination of the evacuation.	4	1	4
	Sudden crowd migration wanting to shelter from heavy rain/bad weather	Staff Contractors Public	Crowd crush injury and potential; fatality	2	4	8	Event Management to keep informed about weather forecasts. Be aware of all marquee and venue capacities. Brief stewards and event security to monitor movement during heavy rain	2	2	4

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
Fire Risk / Welfare Assessment										
1	Distribution / dimming racks	Technical staff and guests	Fire from electric overload / short.	4	2	8	All dimmer racks to be installed in accordance with the Electricity at Work Regulations 1989 with particular regard being paid to BS 7909. Technical HOD's shall ensure the Installation of dimmer and distribution racks have been positioned strategically, the load is balanced and cable runs reduced as short as possible in accordance with agreed power plans. All electrical equipment must have received appropriate and sufficient electrical safety testing at source and an integrity test must be carried out on site, with all results recorded. Security management team shall ensure that all Fire Marshalls are familiar with the location and operation of firefighting equipment.	3	1	3
2	Cigarette discard	All guests / staff	Fire	4	3	12	Designated external smoking area to be discussed during safety briefing. Ashtrays to be placed on all picnic tables and emptied regularly. Firefighting equipment shall also be located at strategic points	4	1	4
3	Flammable material	All guests / staff	Fire	4	2	8	Although all contractors will ensure all material has been fire rated, there will be an element of flammable material on site. Should a fire occur from ignition, all staff will follow the procedure laid out in the fire and emergency plan.	3	1	3

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
4	Fire or bomb threat.	All guests / staff / general public	Major Injury, mass panic, confusion. Risk of trampling as large numbers of guests try to exit the structure.	5	3	15	Potential for fatal or serious injury caused by an outbreak of fire, explosion or panic. Emergency services access route is in place. Staff will be familiar with evacuation procedures and will co-ordinate the evacuation of the building in the event of a small fire or minor incident. In the event of a major incident the emergency services will take over the co-ordination of the evacuation. Part of the event protocol for entry to site stipulates that everybody shall go through the event security search checkpoint area before entry to site. Regular security sweeps are performed before, during and after the event.	4	2	8
5	Egress blocked.	Guests / staff / contractors / emergency services.	Blocked egress / trip hazards / panic / crushing.	3	4	12	All access and egress routes to be clear at all times. Cable management to be utilised. Any obstructions to be identified and removed immediately.	2	3	6
6	Disabled persons	Disabled persons Staff Guests	Inability to evacuate to a place of safety in an emergency situation.	4	3	12	A member of staff will be assigned to disabled guests to make sure that in the event of an emergency they are removed to safety. Disabled routes are identified and staff who are responsible for disabled visitors to be inform in a safety briefing before the event commences.	4	1	4

No	Potential cause (hazards) to harm	Who is affected	Significant Risks	Initial risk			Record the preventive and protective measures to reduce risk sufficiently	Residual risk		
				S	L	R		S	L	R
7	Waste Disposal	Contractors Staff Public Traders	Cross-contamination, injury or illness	4	3	12	The event must provide you with adequate numbers of litter bins for your area. An agreement must be made with the event on the disposal of nappies generated by the baby changing area and provide the appropriate waste bins to ensure no human waste contaminants the ground. A separate hand washing areas are available within the children's area, separated from the main event arena.	4	2	8
8	UV Rays	All	sun burn, sun stroke and heat exhaustion	3	3	9	Brief all staff on the dangers of exposure to the sun, provide sun block and make all aware of its location. Erect signs in your area reminding them to take precautions whilst out in the sun. Ensure suitable breaks for staff working in direct sun. Ensure there is enough marquee cover out of direct sun for shelter.	2	2	4
9	Dehydration	All	physical distress and possible illness	3	3	9	Ensure that staff have adequate breaks and a sufficient supply of water is available to all staff and public. A tap should be positioned within your area providing water from a mains source available to all. Marquee sides will be opened during very hot weather to allow for free flow of air and adequate ventilation	1	3	3