

# Colwich Parish Council Summer Fete Risk Assessment

Assessment prepared by Chief Officer

Dated 12<sup>th</sup> April 2025

Reviewed (date) 9<sup>th</sup> May 2025

Ref No.	Type	Risk/Hazard description	Population at risk	Initial Risk Level			Control measures	Final Risk Level		
				Prob	Impact	ERRN		Prob	Impact	ERRN
1	H&S Legal Reputation	Risk of injury to public and entrance/exit to event	Public Caterers Stall Holders Council Stewards	3	3	9	Entrance/exit supervised by 2 identifiable Stewards: 1 to signpost and 1 mobile. Catering outlets to be located away from access/egress point. Minimum of 6 Stewards on duty. Exit area to be cordoned off at 5pm when stall holders are leaving the site. Pedestrians to be held back when vehicles are moving	1	3	3
2	H&S	Fire, terrorist attack, storm	Public Stewards	3	3	9	Egress points, front and rear of site, to be kept clear at all times. Stewards to have radios.	1	3	3
3	H&S Legal	Minor injuries	Public Stall Holders Stewards	2	3	6	Gazebo on the field and changing room dedicated to St Johns Ambulance crew.	2	2	4
4	H&S	Found children	Public	2	3	6	Dedicated "Found Children" point with a steward and PA announcements	2	1	2
5	H&S	Insufficient toilets	Public	2	2	4	Standalone toilet wagon and generator hired to be located on the field	1	2	2
6	H&S	Injuries caused by moving vehicles	Public	3	3	9	Managed vehicle egress at 5pm and end of event with roped off area to separate vehicles from pedestrians. Dedicated entry route for pedestrians. Limited access to lower car park.	1	2	2

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7	H&S Legal	Accident whilst using entertainment	Public including children	3	3	9	Operator to provide own supervisor and copy of PLI. Operator to comply with all HSE advice. Controlled space around area.	1	3	3
8	H&S	Collapsing tables	Public Stall holders	2	2	4	Tables checked to ensure they are sturdy.	1	2	2
9	H&S	Injury due to strong winds	Public Stall holders. Stewards	3	3	9	Gazebo weights. Event cancelled if strong winds are forecast.	1	2	2
10	H&S	Excess litter causing nuisance and biohazard.	Public	3	2	6	Additional bins hired and located around main show field	1	2	2
11	H&S	Food poisoning	Public	3	3	9	Caterers to have LA hygiene certificates and PLI	1	2	2

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## General Health and Safety duties

Officials must:

- Comply with the Council's Health and Safety Policy and Risk Assessments;
- Not operate plant or machinery unless authorised and competent to do so;
- Use the correct tool for the job, ensure guards and safety devices are in position, and in good repair. Use tools in accordance with the manufacturer's instructions.;
- Maintain tools in good condition and report any defects;
- Report any accidents, near misses or dangerous conditions to the Clerk immediately. *(The Clerk will keep a record of all accidents, near misses or dangerous conditions and any follow up actions for review by the Employment Committee)*
- Take care of themselves and others, especially members of the public;
- Wear any Personal Protective Equipment issued or required to be worn and to report any defects immediately;
- Avoid improvised arrangements and to suggest safe ways of eliminating hazards;
- Inspect all equipment prior to use and to clean it and store it safely afterwards.

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## Instructions for completing and amending this risk assessment:

1. Describe the **Task and/ or activity and hazard** and identify who is at risk (e.g. lengthsman, public, etc.)
2. Using the scales below – assess the frequency (likelihood) and Severity
3. Multiply these together to get an estimated risk rating number (ERRN)
4. Assess the ERRN against the table below and determine the type of action needed.
5. Describe the Control Options
6. Re-assess the frequency (likelihood) and Severity and final ERRN with the controls in place.

		Potential Impact of harm		
		Slightly Harmful <b>1</b>	Harmful <b>2</b>	Extremely Harmful <b>3</b>
Probability of harm occurring	Highly Unlikely <b>1</b>	Trivial <b>1</b>	Tolerable <b>2</b>	Moderate <b>3</b>
	Unlikely <b>2</b>	Tolerable <b>2</b>	Moderate <b>4</b>	Substantial <b>6</b>
	Likely <b>3</b>	Moderate <b>3</b>	Substantial <b>6</b>	Intolerable <b>9</b>