

Colwich Parish Council Summer Fete Risk Assessment

Assessment prepared by Events Officer. Dated 12/11/2024 Reviewed (date) 18/11/2025

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 Council Stewards	3	3	9	The entrance/exit will be guarded by a minimum of 1 steward. Gates will be closed to stop vehicular access. Catering outlets to be located away from access/egress point. No wires to be run across the entrances/exits to minimise trip risks.	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 Stewards	2	3	6	4 x first aiders on site, with training completed in the last 12 months.	2	2	4
4	H&S	Found children	Public	1	3	3	Children to be taken to a steward, and an announcement will be made over the PA.	1	1	1
5	H&S	Injuries caused by moving vehicles	Public	1	1	1	No moving vehicles during the event. Vendors should arrive by 3.30pm at the latest, and leave the site after 7.00pm.	1	1	1
6	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

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7	H&S	Injury due to strong winds	Public Stewards	3	3	9	Gazebo weights. Event cancelled if strong winds are forecast.	1	2	2
8	H&S	Excess litter causing nuisance and biohazard.	Public	3	2	6	Additional bins hired and located around main show field	1	2	2
9	H&S	Food poisoning	Public	3	3	9	Caterers to have LA hygiene certificates and PLI	1	2	2
10	H&S	Collapsing Tables	Public Stall Holder	1	2	2	Only one table is needed, and it will be tested to ensure that it is stable.	1	2	2
11	H&S Legal	Santa's grotto.	Public	1	3	3	Parents will be with their children throughout their time in Santa's grotto. Santa and his Elf helper both work in a school/childminding environment and as such have required credentials.	1	1	1

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)*

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- 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 1	Harmful 2	Extremely Harmful 3
Probability of harm occurring	Highly Unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9