**Risk Assessment of Event:**

<table>
<thead>
<tr>
<th>Issue / Activity</th>
<th>Principal Hazards</th>
<th>Those at risk</th>
<th>Preventive Action</th>
<th>Probability (P)</th>
<th>Severity (S)</th>
<th>Risk Level (PxS)</th>
<th>Further Action / Controls Required (and by whom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Burns injuries, spreading of fire</td>
<td>Performers and Public</td>
<td>- No naked flame or pyrotechnics used by organisers&lt;br&gt;- Appropriate fire extinguishers (h2o and co2) in place next to caterers, and generators and PA (plus trained personnel).&lt;br&gt;- Caterers licenced, approved and qualified.&lt;br&gt;- Caterers responsible for their own health safety measures.&lt;br&gt;- Mobile phones available to call the Fire brigade.</td>
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<td>3</td>
<td>6</td>
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<tr>
<td>Site egress and access, overcrowding</td>
<td>Overcrowding or inability to exit safely in an emergency</td>
<td>Performers and Public</td>
<td>- Due to the nature of the event it is not anticipated this will be a problem&lt;br&gt;- Steps will be taken to prevent the site becoming overcrowded. The event will not be over-advertised, stewards / security will be positioned at access points to prevent further access if pre-assessed numbers are reached&lt;br&gt;- Numbers on site to be assessed by experienced personnel and security&lt;br&gt;- Plans to evacuate the site or limit numbers will be in place&lt;br&gt;- Loud Hailers and PA will be used to move the crowds if required.</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>Joule to provide loud hailers</td>
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</table>
| Security of site | Lack of general safety and vigilance, public disorder | Public and Performers | • The site is open all round, and any barriers which could slow down evacuation can be easily and quickly opened.  
• Professional clearly identified security guards on site, plus stewards and event staff on site who will be briefed in fire and safety.  
• Detailed briefing on safety, emergency procedures (for fights, suspect packages, terrorist attacks etc), event information and local knowledge.  
• Due to the nature of the event / expected audience disorder is not expected |
| Theft / vandalism | Theft / damage to equipment | Equipment | • Security and / or staff will be present at all times  
• Caterers etc are expected to look after their own equipment |
| Adverse weather conditions | Performance platforms and site infrastructure unstable, stage slippery, electric shock | Performers and Public | • All installations, marquees etc to be securely fixed / weighted / staked / and subject regular checks.  
• In extreme wet or windy weather any entertainment and activities that are affected will stop until it is safe and appropriate to do so  
• In extreme circumstances, if the ground conditions are considered too dangerous, the event will be cancelled |
| Erection and Dismantling | Dangerous machinery, Materials falling on persons, collapse of unstable load, other injuries | Crew and public | • All structural work or that with machinery to be done by qualified workers (the latter should not be necessary for this event).  
• All structural work to be carried out behind barriers with added human security, away from general public.  
• No major marquees required for this event. The largest marque on site will be 6 x3 m. |
| Trip Hazards on site | Dangers from Bad light, uneven ground, cables, hazardous objects | Public and Performers | • Light levels to be sufficient for all health and safety purposes.  
• Area to be checked for hazards  
• All cables to be matted, or flown. |
| Use of Generators | Dangers from exposed, unmonitored generators | Public and Performers | • Generators will be from approved company,  
• Generators will be be behind barriers  
• Co2 extinguisher will be close to each generator.  
• Appropriately earthed.  
• Electrician on site |
| Noise | Noise pollution / damage to hearing | Public and Performers | • Resident and local liaison / information  
• Sound levels to be monitored at all times.  
• The PA will be only a small localised PA  
• nature of the performance / music, and the audience area does not require high volumes or loud bass. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Issue Description</th>
<th>Site</th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
</table>
| Damage to the site                    | Physical damage                                                                     | Site                      | ● Vigilant security/ stewarding  
   ● Care taken by event staff & suppliers  
   ● Staff will be briefed  
   ● Regular checks made by event management | 1 | 2 | 2 |
| Alcohol and drugs                     | Intoxicated people                                                                   | Public and performers     | ● Anyone apparently intoxicated will be dealt with appropriately  
   ● Drugs will not be tolerated on the site.  
   ● Security will be briefed to deal with the above  
   ● Challenge 25 Policy will be in operation | 2 | 2 | 4 |
| Lost Children                         | Danger to children                                                                   | Public                    | ● Lost children point to be clearly signed.  
   ● Please see EMP for Lost Children policy  
   ● Staff will communicate via radios using a code word | 1 | 3 | 3 |
| Vehicle movement                      | Danger to public                                                                     | Public                    | ● Vehicle movement will not be permitted during the event  
   ● In the event of an emergency making this necessary, vehicle will be stewarded, & speed limited. | 1 | 2 | 2 |
| Performers                            | Possible danger of accident involving performers                                     | Public / performers       | ● Performers will be professional only  
   ● Performers activities are very low risk- no aerial, pyro, weapons etc. | 1 | 2 | 2 |
| Terrorist Attack                      |                                                                                     | Public / performers       | ● Participants, crew, stewards & security to be vigilant  
   ● Emergency and evacuation plans in place | 1 | 5 | 5 |
| Site Decoration                       | Possible trip hazard, injury to people during install                                | All                       | ● Flags on bamboo only which will be securely attached to the pop up marquess at the entrances. | 1 | 2 | 2 |
| Security of Traders Goods and cash    | Damage and theft                                                                     | Stall holders             | ● Stallholders will be responsible of their own goods and cash handling at all times  
   ● Security on site  
   ● Due to the nature of the event, and past experiences of the event, we are not expecting any trouble. | 1 | 3 | 3 |
| Traders serving food and drink        | Injury, food poisoning, contamination of site                                        | Public, traders, staff    | ● All caterers will be professional, experienced operators  
   ● All caterers will provide appropriate documentation to the organisers this will be sent on to Maidstone Borough Council.  
   ● Caterers will be asked for the following information: Risk Assessment, Method Statement, HACCP, Food Handling Certificates, Local Authority Registration and PAT Testing Certificates  
   ● Caterers will need to provide fire safety equipment and hand washing facilities  
   ● All caterers will be under strict instructions to remove waste / grey water and fats in the appropriate way  
   ● There will be a no glass policy on site | 2 | 3 | 6 |
**Key:**

<table>
<thead>
<tr>
<th>Probability (P)</th>
<th>Severity (S)</th>
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<tbody>
<tr>
<td>5 Almost inevitable</td>
<td>5 Death or very serious injuries/irreparable implications</td>
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<tr>
<td>4 Very likely</td>
<td>4 Very serious injury/very serious implication</td>
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<tr>
<td>3 Likely</td>
<td>3 Major injury/serious implications</td>
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<tr>
<td>2 Unlikely</td>
<td>2 Minor/first aid</td>
</tr>
<tr>
<td>1 Very unlikely</td>
<td>1 Very minor</td>
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</tbody>
</table>

**Calculation of Risk (R)**

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<tr>
<th>P</th>
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**Action Level**

- **HIGH** – immediate action. Further controls consultation needed.
- **MEDIUM** – justify, review or monitor for each action
- **LOW** – no further controls required but kept under review