

## Event Risk Assessment Form

<b>Event Name:</b> Wellingborough Carnival	<b>Date:</b> Saturday 5 <sup>th</sup> July 2009	<b>Venue:</b> Broad Green and Croyland Park
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<b>(1) Activity / Area of Concern</b>  ie: what is taking place as part of the event?	<b>(2) Hazards Identified</b>  ie: what can cause harm?	<b>(3) Persons at Risk</b>  ie: who could be harmed by the hazard?	<b>(4) Current Risk Factor (high, medium or low)</b>  ie: determine the level of risk	<b>(5) Actions to be Taken to Minimize each Risk</b>  ie: what action can you take to lower the level of risk	<b>(6) New Risk Factor (high, medium or low)</b>  ie: risk factor after action taken to minimize the risk
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public/ staff	Medium	Limit vehicle access onto Croyland Park whilst the event is open to the public. Security at the gate to control.	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public/ staff	High	Croyland Park is open parkland with no fencing in place	Medium
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public/ staff	Medium	Access weather conditions and act accordingly. Limit access of vehicles to Croyland Park in case of very wet weather	Medium
Care of children	Lost children	Members of the public – children	High	All children taking part will be supervised by their own guardians. A “lost children” point is located at Croyland Park, backstage	Medium
Toilet provision	Not enough toilets	Members of the public/ staff	Medium	Provide portaloos at Croyland Park and use of public toilets in the town and at the parade assembly point at Broad Green	Low

First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public/ staff	Medium	St Johns Ambulance personnel will be at Croyland Park	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children	Medium	First Aiders on site.	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Bins at Croyland Park for the public. To be emptied and field to be swept on Saturday and again final sweep and tidy up on Monday	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public/ staff members	Medium	Vehicle movement kept to minimum. First Aiders to walk the route. Vehicles and passengers are the responsibility of the driver / persons putting on the activity. No vehicles to go onto the Croyland Park site whilst the event is in progress	Low
Activities	Intoxication from glue.	Members of the public, especially children	Medium	All materials and glues used by those taking part in the parade should be child friendly and non-toxic. If the participants have not followed these guidelines it is not the responsibility of the Parade Organiser	Low
Activities	Injuries caused by falling over whilst dancing	Members of the public, especially children	Medium	Participation in the parade at the risk of those taking place. Children taking part to be the responsibility of adults with them. Participants should not hang over the edge of their vehicles. They should keep away from moving vehicles at all times. They should ensure that they are not dehydrated. No alcohol will be permitted. No smoking near parade vehicles. Walking participants should wear suitable shoes or trainers. Participants should be aware of weather	Low

				conditions on the day of the Parade and have the correct protective wear for the day i.e. suncream or rainwear.	
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