

NEW WALTHAM PARISH COUNCIL

Community Event Risk Assessment/Event Management Plan			
Name of event	New Waltham Village Music Festival	Name of event organiser/s	NWPC
Date of event	Sat 3 August 2024	Name of risk assessor/s	NWPC
Venue address	Pavilion and fields St. Clements Way.	Date of risk assessment	Updated: March 2023
Evacuation Location	Pavilion Car Park, front of building (DN36 4GU)	Emergency Assembly Point	Pavilion Car Park, front of building (DN36 4GU)

Hazard & effect	To whom: event staff, public	Current risk rating. (High, Med, Low.)	Minimise risk by:	Further action needed.	Risk rating after action taken. (High, Med, Low.)
Slips, trips and falls.	All	Med	Keeping access areas clear/removing trip hazards.	Event organisers to walk site prior to event opening – clear hazards. Patrol throughout the day. In case of bad weather keep an eye on grass and check for slippery surface.	Med
Physical hazards – roads, vehicles.	All	Med	Marking out areas. Staff wearing hi-viz. Standing back from vehicles. Keeping off the main road.	Staff given and wear hi-viz. Cones out. Staff directed where to stand. Car Parking signs and spaces marked out.	Low
Vehicles colliding with humans/animals. Parking and vehicle direction.	All	Med	Hi-viz for staff. Staff to direct vehicles. Hazard lights on vehicles when moving on/off the field.	Instruct all stall holders etc. to use hazard lights and to drive slowly. Any vehicles crossing event	Low

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			Implementing a one-way system for all vehicles. One entry and one exit. To be manned by event supervisors.	area to be accompanied by member of Council in high vis.	
Weather – sun, winds/Thunder.	All	Med	Water and shaded areas available. Sun screen/hats. Securing tents/gazebos well anchored.	Check tents etc. are secured. Allow public to use water/toilet facilities at Pavilion. Remind staff to use sunscreen/wear protective clothing. In case of thunder – all in trailer must be evacuated to the main hall.	Low
Contamination – cannabis resin, animal waste.	All	Med	Inspecting as much of the open area as possible. Bins provided for dog waste. Litter picks before and during event.	Visual check – walk round. Litter pickers throughout the day. Gary to walk round with litter trolley.	Low
Physical injury - cuts	All	Med	Visual inspection and removal of sharp objects – glass etc. St Johns Ambulance at the event.	Pre checks and removal of broken glass, tin cans. Put into recycle bins. On-going litter picking.	Low
Lost children/possessions/ First Aid	All	High/Med	Signs will be placed on building– meeting place for any lost children/possessions and will have a first aid kit on hand for minor injuries. St Johns Ambulance at the event for all minor/major injuries.	Staff in high vis and wearing lanyards, easily identifiable. Close to the community hall for easy access.	Low

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Inflatables... bouncy castles/ slides etc	All	High/Med	Inflatables will be manned continuously. Will not be in operation if high winds. Wind monitor will be used and guidelines followed.	Ensure companies that own inflatables stay with them. They can continuously manage the risk themselves and report back to Council when necessary.	Low
Noise Pollution	All	Med/High	Ensure music levels kept sensible and event does not over run on time, keep within event licence time scales.	Supervisors on site to monitor noise levels and ensure event finishes on time.	
Antisocial Behaviour at the event	All	High	Parish Council and volunteers will be on site and using a rota system to ensure that all areas are covered for the day. Identifiable with hi-vis council jackets and lanyards. Radio system will be in place for whole council team and volunteers.	Due to police presence not available – private security team to be used. Due to previous ASB and alcohol being available at event – sensible step reiterated by local policing team to keep all attendees safe and local residents with it being within close proximity to residential properties.	Med/ Low
Alcohol Sales during event	All	High	Limit times of alcohol sales. Speak with vendors, ensure licences in place. Security team on hand. Staff to use challenge 25.	Ensure anyone presenting intoxicated is not served. Staff to challenge if look under 25.	Med/ Low

*****Current Parish Council Insurance fully covers the event***