

COMPANY NAME	ALSO Festival Limited					
ASSESSMENT CARRIED OUT BY	Diccon Towns and Pauline Lord					
DATE ASSESSMENT WAS CARRIED OUT	This is 2023 RA, it will be reviewed and updated for 2024 at the beginning on June once the full programme is complete					
DATE OF NEXT REVIEW	3rd June 2024					
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING TO CONTROL THE RISKS?	WHAT FURTHER ACTIONS DO YOU NEED TO TAKE TO CONTROL THE RISKS?	WHO NEEDS TO CARRY OUT THE ACTION?	WHEN IS THE ACTION NEEDED BY?	DONE
Intrinsic hazards from outside companies' activities.	Staff, public, contractors could sustain various injuries	We are using the same companies who have supplied the festival in previous years so they have good knowledge of the site and event. The Festival's Management of Contractors Policy requires contractors' to send in their method statements, risk assessments and public liability insurance.	The festival management view and copy all information, setting up an events folder where all documentation is kept centrally online and can be accessed by all.	Operations Manager	Before the festival and before any set up/deliveries	
Traffic & Vehicle movements causing collisions and accidents	Staff, public and contractors could be involved in collisions with other vehicles and pedestrians both on site and around festival site	Signage to warn other road users of event. Clear directions and points of access to be sent out to attendees ahead of the event. Pedestrians discouraged from walking on main road. Onsite drop off point (incl. taxis) is in a designated place onsite and not on the road. Marshalling will be in place for any vehicles that are required to drive across site. Marshalls will wear hi vis vests and ensure vehicles maintain a 5m speed limit. Stewards in hi vis will be managing traffic and parking in both entrances. After the event, site to be cleared of public before contractors vehicles are admitted.	Send briefing documents to Marshall's and stewards in advance and Head Stewards to hold briefing meetings in festival.	Head Steward, build team, operations manager	Before, during and after the festival	
Access for emergency services.	Staff, public and contractors could face delay in casualty receiving first aid. Delay in casualty evacuation.	Emergency vehicles will have 1 point of access from the B4086 at Compton Hill as detailed in the Event Plan. Clear route kept for emergency vehicles through Festival site. An off-road vehicle to be available should ground conditions prevent normal emergency vehicle access.	Add to site plan and collate with all festival documents	Festival planning and management team	Before and during the festival	
Unloading and loading of trucks	Any crew and drivers involved in the offloading of equipment. Risk of trips on uneven ground, back injury through improper techniques, dropping heavy objects onto toes	Proper supervision of manual handling in place and instruction given where necessary. Each item or pack to be secured to the trailer walls individually. Always ensure that, whilst tethering or untethering any scenery or heavy items, there is sufficient manpower to hold items safely in place at all times. No individual crew member (including the driver) is to attempt to tether, untether or move heavy items without sufficient manpower and support. Careful monitoring of the unloading and loading process. PPE (Steel toe-capped boots, high vis. jackets, hard hats gloves) to be worn as required.		Head of build and contractors	Before and after festival	
Manual handling of equipment	Any crew and drivers involved in the offloading of equipment. Risk of trips on uneven ground, back injury through improper lifting techniques, dropping heavy objects onto toes	Proper supervision of manual handling in place and instruction given where necessary. PPE to be used as required. Risk assessments/method statements of contractors checked for safe systems of work before event		Head of build and operations manager	Before and after festival	
Construction of outdoor venues & scenery	Festival staff and contractors. Injury from structures collapsing or becoming unstable during construction. Wind is a particular hazard during the fit up and get out process, especially whilst carry large flat objects and working from ladders.	Designs have been checked for their structural integrity prior to construction. All venues will be installed by professional contractors. All scenery is professionally built to the highest standard. A method statement to be made available in advance of get in. Access to areas of construction restricted to essential personnel only. Structures to be built under supervision of experienced and competent personnel. Supervision and training where required in the safe use of ladders and other access equipment. All access equipment is to be checked to be in safe working order. During windy weather, extra care taken to ensure large items are not blown over during the build process, lay items flat until needed and secure as soon as possible.		Head of build and contractors	Before and after festival	
Use of fork lift tractor, telehandlers and other heavy machinery	Festival staff and contractors. Equipment and materials dropped from height. Injury from being struck by vehicle	Use of forklifts and cranes restricted to qualified and trained operators. Working area cordoned off from non-essential personnel		Head of build and contractors	Before and after festival	
Installation of electrical equipment/Electrical Danger	Festival staff, contractors and public at risk of electrical shock. Dropping equipment from height. Burns from touching hot equipment. Shock from improper use or tampering with Generators and ICBs	Work restricted to competent engineers only. Equipment to be installed according to regulations. Provisions of EL CBs and RCDs when necessary. Use of suitable connectors and cable. Provision of good working light, safety tools and equipment. All electrical equipment must be PAT tested and in safe working order. Safety chains used on all flown fittings rigged above head height. Proper use of access equipment. Generators and ICBs to be cordoned off to prevent unauthorised use		Head of Production	Before, during and after the festival	
Gas Safety	Festival staff, contractors, public could sustain injury from explosion or fire	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be provided & kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.	Proof of compliance certificates to be added to documentation folder	Operations manager	Before the festival	

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Working at height	Festival staff and contractors. Falls from height from ladders. Dropping of equipment from height	Provision of appropriate access equipment. All access equipment is to be in safe working order. Work restricted to technicians experienced in the safe use of access equipment. Aerial riggers to wear harness and safety lines. Careful supervision of staff by crew chiefs. Other staff prevented from working under or near the aerial work. Equipment to be rigged with safety lines. Gloves worn and knowledge of which part of equipment can and cannot be touched. Stages & marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before event. Suitable ladders, in good condition & suitable for heavy work, provided and workers are trained to know how to use them.		Head of Build	Before and after festival	
Collapse of Structures	Staff, public, contractors may sustain injury from collapsing structures	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		Head of Build	Before and after festival	
Movement around site	Staff, public and contractors. Trip Hazards from loose cables. Slipping or tripping on uneven ground. Slipping or tripping in venues	All cables that cross designated walkways to be buried, covered with rubber matting or clearly marked. Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Marquee pegs protected by foam and guy ropes etc highlighted in public areas. Staff advised to be aware & action immediately if tripping hazard apparent.		Build and site team	Before the festival	
Movement around site during hours of darkness	Staff and public could experience trip hazards from uneven ground and poor visibility	All designated walkways to be sufficiently illuminated at night. Lighting provided in toilets and general areas in use by the public after dark. Staff advised to be aware & action immediately if tripping hazard apparent.		Build and site team	Before, during and after the festival	
Fire	Staff, public and contractors could sustain injury from burns, smoke inhalation or scolds	Fire extinguishers will be placed in appropriate areas and instruction given to staff in the correct usage and emergency procedures. Crowd control barriers to keep public away from hot / hazardous areas i.e. tables or barriers. Festival guests will be prohibited from building campfires on site. This will be clearly indicated in the festival information. Area is kept clear of rubbish and trip hazards. Fire stewards to check fire exits and keep exits clear during performances. We have worked with a fire safety professional to assess the site and complete a fire plan		Operations manager and site team	Before the festival	
Swimming in lake	Staff and public at risk of drowning, hypothermia, cuts from wild site	Swimming sessions will only take place at allocated advertised times and made aware of this before & when they arrive. No swimming signs will be in place at all other times, using ropes in more vulnerable areas. Security will patrol the lake particularly at night. Life buoys visibly available, to be distributed from lakeside. During the planned swim there will be: Two qualified open water lifeguards on duty and in clear line of sight. Children to be supervised at all times.. Due to a risk of cut feet from the lake floor we are advising people to enter in socks.	Briefing with the head steward, operations manager and lifeguards on site	Operations manager and external lifeguards	Before and during the Festival	
Extreme weather conditions	Staff, public and contractors could be affected by sunburn/sunstroke, hypothermia, dehydration. High winds and storms could place structures at risk, such as marquees.	Suncream will be available . If very adverse weather we will send out advise ahead of the festival. First aid to treat and advise if needed. Wind speed will be taken into consideration when erecting marquees and structures and monitored throughout the weekend.'	Regularly check the forecast and take appropriate action	Operations manager	Before and during the festival	
Food hygiene preparation	Staff and public could contact food poisoning	People handling and preparing food should have a minimum of a basic food hygiene certificate. Ensure certificates are verified prior to event. Food providers to ensure preparation areas are kept clean and hygienic. The event organisers will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities including running water to enable hygienic means of washing and drying hands.		Operations manager	Before and during the festival	
Medical Emergency/First aid cover	Staff, public,contractors. Delay in or untrained person(s) administering first aid.	External suppliers are providing qualified first aiders during the festival. A tent open 24hours will be next to our info tent. Emergency access for ambulance kept clear. Risk assessment for differing events to gauge the varying activities and numbers that will attend and ensuring suitable and sufficient first aid cover.		Head steward and operations manager	Before and during the festival	
Supervision of children	Unsupervised children could be at risk of injury or strangers	Festival to inform parents/guardians that they are responsible for the supervision of their children. This will be clearly indicated in the festival information. All children's activities will be supervised by DBS checked personal		Operations manager	Before and during the festival	
Lost children	Children become separated from parents or guardians	Festival to inform parents/guardians that they are responsible for the supervision of their children. All staff, stewards and security to be made aware of the Lost Child meeting point, by artists liaison and refer to the Child Protection and Safeguarding Policy. Sign Post at Artist Liaison	Brief security guards, volunteers and all staff in festival	Operations manager	Before and during the festival	
Hearing damage	Staff and public at risk of permanent or temporary hearing damage from exposure to loud music.	This year due to Covid-19 no amplified sound will play above a volume that would require people to raise there voice above speaking level		Head of Production	During festival	

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Alcohol/drugs	Public at risk of loss of inhibitions, medical problems, loss of consciousness. Overdose.	<ul style="list-style-type: none"> · Workers briefed re alcohol & drug awareness and policy / actions to take. · Security staff to look out for / prevent drugs being bought to the event. · The festival will be licensed to serve alcohol and in accordance with Licensing Act 2003, will not allow children under the age of 16 in the bar area if they are unaccompanied by an adult. · Information regarding restrictions on volume of alcohol brought into festival to be clearly communicated to patrons via website / FAQs / at entrance. · Workers briefed re laws / policy surrounding age & alcohol sale and consumption. · Alcohol not to be served to those clearly already under the influence and under age. · Alcohol sales outlets will be close to food outlets or integrated with them and will not outnumber the food outlets. · A duty manager will be at each alcohol point of sale and will be staffed by trained bar staff, with security staff on radio if needed · Signage to ensure patrons are fully aware of age restrictions for bar area and alcohol consumption · Intoxication levels, crowd mood, time remaining in the event and other considerations should be regularly gauged 		Bar manager	During festival	
Public Disorder	Staff and public at risk of injury due to incidents of disorder	<ul style="list-style-type: none"> · Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. · Adequate number of trained, SIA badged security staff. · Control of numbers at event particularly in performance areas and marquees. · Security staff to observe crowd behaviours. · Drinks not served to people obviously under the influence. · No glass at the event. 		Operations manager	Before and during the festival	
Site security	Unauthorised access to Festival premises.	The festival organisers will be engaging a professional security firm to patrol throughout the festival	Full briefing with security team on their arrival	Head steward and operations manager	Before and during the festival	
Wild site	Staff, contractors and public open to risks of the nature of a wild site. Wildlife – aggressive nesting swans . Trees – falling branches. Uneven ground.	Nesting sites to be clearly marked to keep clear. Tree surgeon consulted over condition of trees around site ahead of the festival. People advised not to camp under any trees & signs on site. Ground to be well lit and natural walkways created.		Site team	Before and during the festival	
Activities/workshops	Staff and public could sustain injuries taking part in activities and workshops	All workshops and activities will be run by an experienced adult with support. Each activity and workshop will have its own risk assessment done and any action needed will be taken		Operations manager	Before and during the festival	
Emergency Response	Staff and public could be a risk if there is confusion in the response.	Company Director Diccon Towns will take overall responsibility for the festivals response in the event of an emergency and will have overall responsibility for making decisions.		Diccon Towns	Before and during the festival	