Risk assessment template

Company name: BBHE

Assessment carried out by: JOEL GATER

Date of next review: 06/12/26

Date assessment was carried out: 30/08/26

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Falls From Height	Volunteers could be hurt severely or fatally by falling from a ladder	Only volunteers who are confident on a ladder can climb the ladder, along with a second person at the base of the ladder to ensure the ladder is firmly grounded.	All volunteers can ensure that a ladder is only climbed by suitably confident volunteers.	Event Organiser /Volunteers	06/12/26	
	Volunteers could be hurt severely or fatally by falling from a wall.	No walls should be climbed, without the assistance of additional	All volunteers can ensure a wall is not scaled without reasonable assistance	Event Organiser /Volunteers	06/12/26	

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		volunteers, by those suitable strong and confident enough.				
Trips, Slips & Falls	Volunteers and Attendees could be hurt severely from slipping on littered materials	Vendors and Volunteers are to regularly check the floor around them and on any journey around the event and collect any litter they may find. The litter should be suitable disposed of, in a container.	Constant monitoring of the floor and collection of litter by volunteers.	Event Organiser /Volunteers	06/12/26	
	Volunteers and Attendees could be hurt severely from tripping over a lose cable.	All cables for lighting and power supply should be either above head height (at least 2 metres high) or should be cover by	All volunteers and vendors should ensure cables are safely secured and monitor cables where footfall is high. If a cable becomes dislodged, it	Event Organiser /Volunteers /Vendors	06/12/26	

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		a suitable guard or strong tape, running along the full length of the cable on the floor. All cables should be securely affixed to a strong, sturdy, suitable surface.	must be secured immediately.			
	Volunteers, Vendors and Attendees could suffer severe injury from tripping up/down a step or curb stone.	This hazard is very difficult to mitigate, but all volunteers, vendors and attendees should be wary of their steps and where possible, lights shall be provided to make steps/curb stones prominent.	Ensuring steps and curb stones are clear and well lit.	Event Organiser /Volunteers /Vendors	06/12/26	
Falling Articles	Volunteers, Vendors and	All items suspended in the	All fixings should be checked regularly by	Event Organiser /Volunteers		

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	Attendees could be severely or fatally injured by falling articles.	air or against a wall shall be fixed securely with fixings appropriate to the weight and size of the item(s).	Volunteers to ensure they are secure.			
	Volunteers, Vendors and Attendees may become severely injured from articles falling from stable surfaces, resulting in injury and tripping.	All Volunteers and Vendors shall ensure all flat surfaces are not overly filled with articles and surfaces are suitably secure/strong enough to take the weight of the articles bestowed upon them.	Regular restocking of surfaces may be required and sturdier surfaces should be used.	Event Organiser /Volunteers /Vendors	06/12/26	
Electrocution	Volunteers, Vendors and Attendees may	Volunteers and Vendors are responsible for	PAT testing certificates must be provided to the	Event Organiser /Volunteers /Vendors	06/12/26	

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	suffer severe or fatal injury due to faulty electrical equipment.	ensuring all items provided by themselves are suitable for the uses and weather conditions. All Vendors are responsible for ensuring their equipment is PAT tested.	Event Organiser prior to installation at the venue. Vendors must ensure that the quality and condition of supplied electrical items are suitable for the conditions. All wires must be fully insulated from socket to appliance.			
	Volunteers, Vendors and Attendees could be severely or fatally injured by electrical connections, not suitably protected from wet weather.	All electrically connections MUST be made in suitable water tight case/cover.	All connections must be checked and the watertightness of the cover/case must be inspected for cracks/holes. If found to be faulty, the electrically connection should be terminated immediately until a replacement case/cover is installed.	Event Organiser /Volunteers	06/12/26	

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	Volunteers, Vendors and Attendees could be shocked by low-voltage lighting	All electrical lighting should be checked for frayed/broken cables	Whilst low-voltage lighting does not require PAT testing, it should be visually inspected and either repaired or replaced where a faulty cable is discovered	Event Organiser/Volunteers	06/12/26	
Fire	Volunteers, Vendors and Attendees could suffer severe or fatal injuries caused by fire.	All appliances must be suitably rated for their application, be in good working order and contain no defects. All electrical sockets must be appropriately used, without excessive use of extension cables. Appliance loads must not be greater than the	All volunteers and vendors should ensure they do not overload any circuit or use appliances inappropriately.	Event Organiser /Volunteers /Vendors		

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		circuit or cable rating.				
	Volunteers, Vendors and attendees could be severely or fatally injured from exposure to a naked flame.	Under no circumstances must a naked flame be present. Where flames are required, e.g. in a pizza oven, only those qualified or suitable experienced can use the appliance. All flames should be contained in an appliance suitably rated for its use.	The wholesale ban on naked flames shall be imposed. Where flames are required, they shall only be present where suitable contained and managed by qualified/experienced professional.	Event Organisers /Volunteers /Vendors		
Strangulation	Volunteers, Vendors and Attendees could be severely or fatally injured due	Volunteers and Vendors must ensure any suspended items are suitably	All suspended items must be out of reach and suitably secured. All items below head-height must not be accessible by foot.	Event Organiser	06/12/26	

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	to strangulation from inappropriately placed/secured cables, ropes or banners.	secured, at a height above 2m and preferably where foot access is not possible.				
Overcrowding	Volunteers, Vendors and Attendees may be injured, become claustrophobic, panic or become agitated where crowds become extremely dense.	Volunteers must ensure that no area becomes overcrowded and where it does, active disperse the crowd, in a slow and calm manner.	Volunteers in high visibility vests shall constantly monitor crowds and disperse where appropriate.	Event Organiser /Volunteers		
Lost Child/Safeguarding	A child or children could become lost from their parents and approach a volunteer for help.	Volunteers will announce where lost children should go if they become lost and a sign will be placed at 70 Birchy Barton Hill to	Volunteers in high visibility vests will make contact via Radio to arrange for a DBS certified volunteer to help the child. Announcements shall not be made over the PA.	Volunteers / DBS Certified Volunteers		

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		indicate the position.				
Medical Emergency/Episode	Volunteers, Vendors and Attendees could suffer an unexpected medical episode that could pose an immediate threat to their life.	4 Volunteers are first aid trained, 1 volunteer is a registered nurse and shall all be highly visible. Where a medical episode occurs, the BBHE Medical Emergency Action Plan shall be followed. (See separate policy)	All volunteers should wear a high visibility vest, clearly marked. All volunteers and vendors must be aware of and know the BBHE Medical Emergency Action Plan.			
Dehydration	Volunteers, Vendors and Attendees may become severely or fatally unwell due to lack of	It is the responsibility of individuals to ensure they are suitable hydrated, however all volunteers will	Whilst the outside temperature is likely to be cold, dehydration can still occur and water can be made available, at request.	Event Organiser /Volunteers	06/12/26	

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	water consumption.	make water available, where appropriate.				
Traffic Movements (Passing Traffic, etc)	Volunteers, Vendors and Attendees could be severely or fatally injured after becoming in contact with a moving vehicle.	A road closure will put in place to protect the volunteers and attendees. Signage will be placed by a committee member who is Chapter 8 qualified. The road closure will be monitored for the entire duration of the closure. Should the closure be breached, every effort shall be made to clear the road as quickly as possible and emergency	Volunteers cannot be held responsible for the actions of attendees, however they can help to encourage safe behaviour.	Event Organiser /Volunteers	06/12/26	

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		services contacted immediately.				
	Volunteers, Vendors and Attendees may be severely or fatally injured after coming into contact from a vehicle, of who's driver is distracted.	The event will be full of people, bright lights, food smells and distractions. The event is only held once a year, so is an unusual sight for passing motorists. Due to the event, drivers could become distracted and lose concentration, resulting in a possible RTC.	Individuals can be advised by Volunteers to stay away from the roadside whilst vehicles are passing, however it is not reasonable to expect every attendee to be individually advised, so it is the individual who must take responsibility.	Event Organiser /Volunteers /Vendors		
Manual Handling	Volunteers and Vendors may suffer strains or bruising injuries to their back or	All items must be moved carefully, using legs to lift with a straight back. Bulky and/or	Volunteers and vendors should monitor others when moving or lifting items and remind them where appropriate.	Event Organiser /Volunteers /Vendors	06/12/26	

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	elsewhere, from handling heavy and/or bulky items	heavy items must be moved with more than one person.				
Violence or Threatening Behaviour	Volunteers and Vendors may suffer threats, violence and abuse from attendees	Volunteers and Vendors should politely request the attendee to leave. Do not put themselves in a position where they become physically assaulted and the attendee should be approached with more than one volunteer or vendor present	The police should be called if the attendee does not calm done, does not leave, insights violence or causes damage to property.	Event Organiser /Volunteers /Vendors	06/12/26	
Terrorism	Volunteers, Vendors and Attendees may be physical harmed	The threat level in the UK is currently **Severe**. All event organisers are	All event organisers/volunteers who take part in Terrorism training must report as	Event Organisers	05/12/26	

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	or killed due to a terrorist incident	encouraged to take part in Terrorism training	such to Joel for record keeping			
Vandalism	Volunteers and Vendors may put themselves in a position of violence when confronting an attendee intent on vandalism.	No one should approach the attendee without support from others. The attendee should be asked politely and calmly to stop. Do not engage physically.	Call the police immediately and where possible, make video evidence to supply to police – this should be done safely and in a way not to escalate the offender.	Event Organiser /Volunteers /Vendors	06/12/26	
Cold Temperature or in climatic weather	Volunteers, Vendors and Attendees could become unwell due to cold or wet weather.	All individuals should dress appropriately for the weather conditions and where possible, the BBHE Adverse Weather	Advise to be given to anyone who appears unsuitably dress.	Event Organiser /Volunteers /Vendors /Attendees	06/12/26	

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		Contingency Plan should be enacted.				
Non-Permanent Structures	Volunteers, Vendors and Attendees may become severely or fatally injured due to faulty or incorrectly erected structures.	All temporary structures including signs, pergolas, gazebos and any other large structure must be erected, secured and used inline with the manufacturers specifications. All structures should be well maintained and suitable to the task.	All structures erected should be checked for strength, security and appropriate use.	Event Organiser	06/12/26	
	Volunteers, Vendors and Attendees could be severely or fatally injured by temporary	If temporary structures are subjected to high winds or high water fall, they may be liable to collapse.	Constant monitoring of the weather conditions and visual checks of the weather on the structures to ensure the structures are used within safe	Event Organiser	06/12/26	

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	structures not appropriate to the weather conditions.	They must be taken down immediately should the weather become problematic	levels. Immediate removal must be made where weather becomes problematic.			
Food Handling	Constant hand washing can, from time to time, cause skin damage. Some foods can cause allergic reactions.	Volunteers and Vendors should be aware of possible skin damage caused by over washing hands. They should also be conscious of known allergies and make enquiries, should they have worries.	Vendors should follow their own policies but must comply with the law. Volunteers should be conscious of both damage to skin and allergic reaction.	Event Organiser /Volunteers /Vendors	06/12/26	
Hot Water or Steam	Volunteers, Vendors and Attendees may suffer from burns or scalds,	Where hot liquid is present, relevant protect should be worn.	Ensure hot liquids are handled using heat protective equipment.	Event Organiser /Volunteers /Vendors	06/12/26	

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	resultant of contact to hot water or liquid					
Machinery or Tools	Volunteers or Vendors could suffer severe injury if using machinery inappropriately	Volunteers and Vendors are responsible for using machinery as per the manufacturers instructions. Eye and hand protection should be used when operation power tools. Other PPE should be used, per the manufacturers instructions.	Volunteers and Vendors should remind each other to use the correct protection when using machinery. They should only use the machinery if they have relevant training and/or experience using it.	Event Organiser /Volunteers /Vendors	06/12/26	
Loud Music	Volunteers, Vendors and Attendees may suffer permanent	Music shall be kept at a sound level appropriate to the venue and shall be	Volumes shall be monitored and kept to an appropriate level.	Event Organiser /Volunteers	06/12/26	

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	hearing damage due to exposure to high music volume for prolonged periods.	placed in a position where attendees cannot stand directly adjacent to an active speaker.				
Risk of Ice	The risk of ice is possible. There is a risk of severe or fatal injury, resultant from slip or fall, due to the presence of ice.	If ice is present, grit salt shall be used and surface grip monitored constantly. If the conditions under feet are not safe, the position of the event shall be moved or the event cancelled.	Conditions to be monitored constantly. Only if the risk of slipping is irradicated, shall the event continue.	Event Organiser /Volunteers	06/12/26	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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