

Fernhurst Revels' Risk Assessment

Village Fete on Sunday 19th May 2024, on Fernhurst Recreation Ground

General Policies

- A. National and local government restrictions are always adhered to.
- B. Selected Revels Management Committee members ["Committee members"] wear Revels' t-shirts, so they are easily identifiable for incident reporting and other purposes.
- C. The public are encouraged to report any potential hazards, unacceptable behaviour, and other incidents to an identifiable Committee member.
- D. First aid providers are on site to handle minor illnesses, injuries and accidents.
- E. A Committee member will summon the emergency services by ringing 999 in the case of a serious illness, injury, accident, fire or other incident.
- F. The Revels Management Committee has obtained insurance documentation and, for hazardous activities, risk assessments from relevant attractions and stallholders.
- G. This Risk Assessment will be published on the Fernhurst Revels website and will be accessible to the public and volunteers.

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
Erection, disassembly and use of marquees	<ul style="list-style-type: none"> • Volunteers and public could suffer injuries. • Volunteers could suffer heat exhaustion. • A marquee could collapse or partially collapse. 	<ol style="list-style-type: none"> a) Marquees are erected and disassembled by experienced volunteers, in compliance with the manufacturers' instructions. b) Guy ropes are positioned safely, and, where necessary, are taped so they are visible. c) Flaps and sides are rolled-up as required to provide adequate ventilation. d) Furniture is positioned to ensure safe access & egress. e) Tables are able to support the required weights, with their legs locked in place. 	Low	There have not been any reported injuries or risk incidents in the last decade.
Vehicle movements	<ul style="list-style-type: none"> • Collision with people • Collision with fixed objects (e.g. posts or marquees) • Damage to vehicles 	<ol style="list-style-type: none"> a) Vehicular access to the Revels' area on the recreation ground is controlled by experienced marshals and is solely for authorised vehicles. b) Vehicle movements within the Revels' area on the recreation ground are not allowed between 1200 and 1630 hours. c) Car parking for attendees' vehicles is in separate areas. d) The car parks are cleared of any potentially harmful debris and broken glass before the event. e) The locations of stalls, marquees and arenas are shown on the layout plan and at the site, which should reduce the number and length of vehicular journeys. f) There is a designated access point for emergency vehicles, which is kept clear of obstructions. g) The Classic Car display is in a separate field and has its own experienced marshals. h) Access to and egress from the Classic Car display area takes place before and after the event, when few members of the public are present. 	Low	There have not been any reported injuries or risk incidents in the last decade.

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
General incidents involving members of the public	<ul style="list-style-type: none"> • Someone slips, trips or falls over an obstacle. • Someone collides with a fixed object. • A member of the public becomes ill, is injured, or has an accident. 	<ol style="list-style-type: none"> a) All electric cables [near to the pavilion] are enclosed in trunking, kept behind stalls and/or marquees and/or fencing and away from pedestrian paths. b) Guy ropes are positioned safely, and, where necessary, are taped so they are visible. c) Any narrow pedestrian paths are kept clear. d) All equipment displays are static. 	Medium	
Specialist displays and attractions	<ul style="list-style-type: none"> • A member of the public becomes ill, is injured, or has an accident. • Someone operating a display/attraction becomes ill, is injured, or has an accident. 	<ol style="list-style-type: none"> a) The Petersfield Bowmen’s archery attraction is in a segregated area and is supervised by qualified coaches. b) The birds of prey for the falconry display(s) are kept in a segregated area until the display(s), and are always handled by qualified personnel. c) The falconry display(s), which are operated by qualified personnel, are held in a segregated arena with the public behind barriers, although a few volunteers may enter the arena at their own risk. d) The hog roast, pizza and waffle-on-a-stick food stalls are operated by experienced personnel in, respectively, an area, a van and a gazebo inaccessible to the public. e) Corylus Collective’s small fire pit is operated by experienced personnel and is in a cordoned-off area. f) The dog show is held in a separate arena with the public, except for dog handlers, behind barriers. f) The Friends of Fernhurst School and Fernhurst pre-school’s bouncy castle and go-karts are erected, maintained, disassembled and operated on their behalf by experienced personnel from John Reilly Enterprises. g) The Scouts’ coconut shy is supervised by experienced volunteers who ensure users are able to use it safely. 	Low	There have not been any reported injuries or risk incidents in the last decade.

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
Food hygiene/serving	<ul style="list-style-type: none"> • A member of the public suffers illness or food poisoning from eating food. • A member of the public suffers an allergic reaction or choking from eating food. • A member of the public or a volunteer is scalded by hot liquids. 	<ol style="list-style-type: none"> a) Stallholders who supply food have already been or will be supplied with the Food Standards Agency document “<i>Providing food at community and charity events</i>” and have/will be asked to comply with its guidance and standards. b) Potential volunteers for the produce and tea stalls must declare whether they have had a recent illness that would prevent them working on the stall. c) Volunteers for the produce and tea stalls wash their hands before, and at regular intervals during, their shift, using hand sanitisers or other facilities. d) Volunteers for the produce and tea stalls who prepare and/or sell food/drinks wear aprons and gloves and, if relevant, use tongs or other implements. e) On the produce stall, any ingredients that may cause allergic reactions, such as nuts, are listed; and food is covered in clingfilm or pre-wrapped as appropriate. f) If possible, volunteers on the produce and tea stalls who handle money are different from those who sell food/drinks. If this is not possible, those who handle money or do other non-food/drink related tasks remove their disposable gloves when doing so. g) Hot water for the tea stall is drawn from a container that is inaccessible to the public. h) Tea pots and other vessels on the tea stall that contain hot liquid are only be handled by volunteers who are wearing gloves. 	Low	<p>There have not been any reported injuries or risk incidents in the last decade.</p> <p>The stalls in item a) are not run by the Revels Management Committee.</p> <p>Re the stalls in item a), the Revels Management Committee has obtained insurance documentation for the ice cream, hog roast, pizza and waffles stalls.</p> <p>The produce and tea stalls in items b) to h) are run by the Revels Management Committee.</p>

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
Alcohol	<ul style="list-style-type: none"> • A member of the public suffers illness from drinking the items supplied. • A member of the public slips as the result of broken glass or spilt liquid. • Excessive consumption by a member of the public. • Underage consumption by a member of the public. • Unruly behaviour by a member of the public. 	<p>[These measures relate to the beer tent run by the Revels Management Committee.]</p> <ol style="list-style-type: none"> a) Potential volunteers must declare whether they have had a recent illness that would prevent them working on the stall. b) Volunteers in the beer tent wash their hands before, and at regular intervals during, their shift, using hand sanitisers or other facilities. c) Experienced volunteers are in charge of the beer tent. d) Glass breakages and liquid spillages are removed and/or cleaned up immediately. e) Documentation showing a person's age is requested from anyone who attempts to buy alcohol if they appear to be under 18 years of age. If this documentation cannot be shown the person is not be sold alcoholic drinks. f) Anyone who displays symptoms of being drunk is not served with alcoholic drinks. g) Anyone who acts in an unruly manner is not served and is reported to a Committee member, who may ask him or her to leave the event. In exceptional circumstances, the Committee member will ring the Police for assistance. <p>[These measures relate to the Tombola stall run by the Revels Management Committee.]</p> <ol style="list-style-type: none"> h) Glass breakages and liquid spillages are removed and/or cleaned up immediately. i) Anyone who wins an alcoholic prize such as a bottle of wine or beer is asked to show documentation showing the person's age if they appear to be under 18 years of age. If this documentation cannot be shown the person is given an alternative, non-alcoholic, prize. 	Low/medium	There have not been any reported injuries or incidents in the last decade.

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
Smoking	<ul style="list-style-type: none"> • Possible contamination of food or drinks. • Fire. 	<p>a) Smoking is not allowed in any stalls or areas that prepare or sell food or drink.</p> <p>b) If there is a fire, people are encouraged to report this to an identifiable Committee member, who in exceptional circumstances will ring the Fire Brigade for assistance.</p>	Low	There have not been any reported injuries or risk incidents in the last decade.
Covid-19	<ul style="list-style-type: none"> • Volunteers or members of the public display symptoms. • Non-adherence to government or local authority restrictions re outdoor or indoor events. 	<p>a) The event will be cancelled if government or local authority laws or regulations mean there is an unacceptably low limit on the number of people who can attend or unenforceable or unacceptable restrictions.</p> <p>b) If social distancing still applies indoors, notices will be posted on relevant entrances to the pavilion and social distancing will be enforced.</p> <p>c) If social distancing still applies outdoors, notices will be posted on the entrances to the portaloos.</p> <p>d) Hand sanitisers are placed in the beer tent and produce and tea stalls and are used regularly by the stalls' volunteers.</p>	Very low	It is expected that there will be no Covid-19 laws, regulations and restrictions in place on 19 th May 2024.
Electricity	<ul style="list-style-type: none"> • Possible electrocution or electric shocks from faulty equipment. • A member of the public trips over electric cables. 	<p>a) If an incident occurs, the electricity supply from the pavilion will be switched off by a Committee member.</p> <p>b) Electric cables [near to the pavilion] are enclosed in trunking, kept behind stalls and/or marquees and/or fencing and away from pedestrian paths.</p> <p>c) Extension cables [near to the pavilion] have a maximum of two sockets.</p>	Low	There have not been any reported injuries or risk incidents in the last decade.

Activity	Risks	Mitigations/precautions/actions	Risk level	Notes
Refuse/waste	<ul style="list-style-type: none"> • Site left in an unsightly and/or unhygienic condition. • Waste accessible by vermin. 	<p>a) Large, marked waste bins are placed at several locations on the recreation ground for use by the public.</p> <p>b) All stallholders, display organisers and attractions are requested to remove their waste.</p> <p>c) After the event has ended and most of the public has left the site, Committee members and volunteers ensure that the area is clean and tidy.</p>	Low	The site has always been left in a pristine condition.
Welfare	<ul style="list-style-type: none"> • Insufficient toilets. • Lack of paper and hand washing facilities. 	<p>a) The Revels Management Committee has hired four portable toilets to supplement the toilets in the pavilion.</p> <p>b) The Revels Management Committee ensures that all toilets have adequate toilet rolls and soap/hand sanitisers.</p>	Low	Actions have been taken to overcome inadequate toilet facilities.
Photographs of children	<ul style="list-style-type: none"> • Possible contravention of GDPR rules and regulations 	Publicity for the Revels indicates that the event may be photographed and that the pictures may contain images of the attendees.	Medium	
Insurance risks	<ul style="list-style-type: none"> • A member of the public or a volunteer sues the Revels Management Committee 	<p>a) The Revels Management Committee has both Public Liability and Employer's Liability insurance.</p> <p>b) The Revels Management Committee ensures that attractions and relevant stalls have appropriate public liability insurance. It obtains insurance documentation from operatives of the archery, Corylus Collective, falconry, hog roast, ice creams, pizza, Punch & Judy and waffles stalls/attractions; and from John Reilly Enterprises.</p> <p>c) The Revels Management Committee obtains risk assessments from all those in point c) above except for the ice creams, Punch & Judy and waffles stalls/attractions.</p>	Low	There have never been any instances of this.
Fire		People are encouraged to report a fire to an identifiable Committee member, who in exceptional circumstances will ring the Fire Brigade for assistance.	Low	There has been no fire-related incident in the last decade.

Conclusion

In conclusion, there are low residual risks from the Revels event, taking account of the mitigations, precautions and actions taken.

Rob Walker, for and on behalf of the Revels Management Committee.

18th April 2024