**Llangynidr Agricultural Society Show – Event Risk Assessment**

**27th August 2023**

Cwmcrawnon Road,

Llangynidr,

Crickhowell

NP8 1LS

The following risk assessment is for ‘Langynidr Agricultural Show’ and will be using the following tables and definitions to review the potential hazards consistent with a greenfield site music event as well as potential hazards unique to this venue setting and to this event. This is considered a dynamic assessment and will be reviewed, updated and amended as necessary during the planning of this event. Any changes shall be circulated to all parties concerned within Event Management and the local authorities. No changes shall be made without complete approval of the Llangynidr Agricultural Show Society [LASS].

This document should be used in conjunction with the LASS Event plan – LASSEP-23

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Date | Information Amended | Responsible for change |
| 1 | 03/04/2023 | Initial issue | n/a |
| 2 | 21/08/23 | OH lines added, minor amendments | Tim Pollard |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk rating | | Severity | | | | |
| Negligible | Minor | Moderate | Serious | Major |
| Likelihood | Very unlikely | 1 | 2 | 3 | 4 | 5 |
| Unlikely | 2 | 4 | 6 | 8 | 10 |
| Possible | 3 | 6 | 9 | 12 | 15 |
| Likely | 4 | 8 | 12 | 16 | 20 |
| Very likely | 5 | 10 | 15 | 20 | 25 |

|  |  |
| --- | --- |
| Risk profile Index | |
| 1 – 6 Low | May be acceptable. However, due care must be taken and the tasks reviewed to ensure risks are reduced to minimum |
| 7 – 12 Medium | Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk |
| 13 – 25 High | Task must not proceed. It must be redefined, or further control measures put in place prior to the task commencing |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Definition** |  | **Severity** | **Effects on …** | |
| 1.Very unlikely | Little or no chance, would require an unusual combination of factors to develop |  | 1.Negligable | Personal | Negligible injury or health implications, no lost worktime |
| Equipment | No likely equipment damage or loss |
| Event | Very minor event disruption |
| Environment | No damage or effect of the natural environment |
| 2.Unlikely | Conceivable occurrence. Would require multiple failures of systems & controls or a rare combination of multiple factors |  | 2.Minor | Personal | First aid treatment, minor short term health effect, no lost worktime |
| Equipment | Damage resulting in minor repair |
| Event | Minimal event disruption, less than 1 hour |
| Environment | Short term moderate impact on the environment,  restoration in less than 1 month |
| 3.Possible | Possible when additional factors are present but otherwise unlikely to occur |  | 3.Moderate | Personal | One person with lost worktime or persistent health effects |
| Equipment | Locally repairable damage, possibly extensive |
| Event | Up to 50% event disruption |
| Environment | Short term moderate impact on the environment, |
| 4.Likely | Known to have occurred and represents a credible scenario. |  | 4.Serious | Personal | Single fatality, 2+ Persons suffering lost worktime injuries or acute/chronic health defects |
| Equipment | Serious damage to equipment causing the event to cease |
| Event | Up to 75% event disruption |
| Environment | Medium term impact with restoration expected 1 month to 1 year |
| 5.Very likely | Almost inevitable that an incident will occur |  | 5.Major | Personal | Multiple fatalities or multiple injuries |
| Equipment | Major damage to equipment causing operation to immediately cease |
| Event | Irreparable damage to total event proceedings |
| Environment | Long term impact with recovery time 1+ year |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Hazard | At Risk | Risk | Rating | | | Control | Rating | | | Further controls |
| L | S | RR | L | S | RR |
|  | | | | | | | | | | | |
| 1 | Moving vehicles on site | All | Impact (Minor and Major) causing damage to people, Property and/or Equipment. | 3 | 3 | 9 | * + Minimise site traffic to essential traffic only as decided by the Event Manager and with support from event staff.   + All traffic shall observe site speed restrictions of 5 mph or less.   + Contractors and staff vehicles to be issued with window passes for ease of identifying designated contractor vehicles.   + All non-essential vehicles not needed for immediate site work to be parked in designated area away from pedestrian foot fall.   + Essential vehicles on site to use turning signals as necessary to indicate direction of movement.   + Staff and Event Management should be active in overseeing and enforcing this policy to reduce risk to all.   + All on site drivers to put forth a plan of all movements to ensure risks are controlled.   + All guards required to be on machinery before movement or use.   + Warnings (audible and visual) to be in use | 1 | 3 | 3 | Only essential vehicles to be permitted on site.  All drivers to exercise caution while manoeuvring on site. |
| 2 | Use of plant machinery on site | All | Impact (Minor and Major) causing damage to people, Property and/or Equipment | 2 | 4 | 8 | * + All plant will have suitable audible and visual warning systems and is expected to be fully serviced and maintained. These records should be able to be produced on demand.   + No plant to be used unless by a competent and qualified operator able to provide certified proof.   + Clearly defined plant work areas will be established by the Event Manager.   + Additional signs, barriers, and warning materials to be available on site where pedestrian interaction is likely.   + Plant to be moved to / from work areas at site speed limit (5mph). If movement is through an area of heavy pedestrian use, then a banksman shall accompany the vehicle.   + No keys to be left in plant when not in use.   + Only qualified plant machine operators to use equipment. | 1 | 4 | 4 |  |
| 3 | Trip features (Temporary cabling, structures or issues caused by installation) | All | Falls or losses of balance resulting in injury | 2 | 3 | 6 | * + All cables installed shall be covered by purpose-built cable runs, be ‘flown’ securely at sufficient height if overhead, dug-in or positioned away from areas of footfall if practicable.   + Attendees and staff made aware of any specific hazards via signs complying with the Health and Safety (Safety Signs and Signals) Regulation 1996   + Marquee pegs to be segregated and marquee guy ropes to be made visible.   + Uneven ground to be levelled or holes filled if possible. | 1 | 3 | 3 | Site to be monitored regularly and any trip hazards spotted to be dealt with appropriately by event staff. Any issues requiring further specialist intervention to be escalated to Event Manager. |
| 4 | Installation of  sound and  other electrical systems | All | Injuries from  working at heights.  Injury from faulty installation or  equipment.  Damage to technical equipment | 4 | 4 | 16 | * + Event Managers to select and use only recognised, reputable and fully insured contractors to supply, sound, and technical systems.   + All contractors to submit their own job specific RAMS, insurances, and calibration records if necessary to their work.   + All work requiring aerial rigging to be notified to the Event Manager in advance.   + All work of this manner to be subject to additional inspection and audit by members outlined in the EP.   + All work at height will be undertaken as far as reasonably practicable in line with “The Work at Heights Regulations 2005.   + Any PPE required by the above regulations will be provided and maintained by the contractor undertaking the task and in accordance with the “PPE Regulations 2002” | 1 | 4 | 4 |  |
| 5 | Installation of auxiliary power (Including but not exclusive to generators, transformers, and distributor) | All | Electrical shock or  Electrocution.  Electrical arcing leading to fire and/or property damage. | 4 | 3 | 16 | * + Event Managers to select and use only a recognised and reputable contractor to supply power to the event.   + Power supply contractor to submit their own risk assessment and method statement, insurance, and verification that their generators, cabling and equipment is in sound working order.   + Power contractor to sign off on completion of work that all has been carried out in accordance with but not exclusive of regulations and guidance including; * *Electricity at Work Regulations 1989,* * *Electrical Safety, Quality & Continuity Regulations 2002* * *BS7909:2011 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes.* * *BS 7671 – 18th Edition “Requirements for Electrical Installations*   + Only authorised and trained people allowed in areas of generators and distribution boards.   + All electrical supply and cabling to be fit for purpose for outdoor use.   + No liquids, naked flames or smoking allowed near electrical equipment.   + generators cordoned off and restricted to authorised and trained staff only.   + Generators to be earthed appropriately.   + Any portable electric devices used by crew, staff, or traders to be certified safe with regular inspection records in place and producible if deemed necessary | 2 | 3 | 6 | Any changes required to electrical systems in high traffic areas (stage, backstage etc..) to only be completed by appropriate contractors.  Events staff should not tamper with electrical systems. |
| 6 | Installation of  Temporary structures; marquees, fencing, sound and/or barriers | All | Collapse of  Improperly installed structure resulting in injury,  fatality and  equipment  damage  Peg contact with underground  cables/pipes | 2 | 4 | 8 | * + Event Managers to select and use only recognised and reputable contractors to supply temporary demountable structures to the event.   + Structure contractor to submit their own RAMS and insurances for record. This should include documentation of structural specs, wind load factors and other supporting safety certificates.   + All structures are to be erected by competent persons. Contractors on site must be willing to sign a “Structural Sign Off Sheet” or equivalent on completion saying they have conformed to guidance within “Temporary demountable structures: Guidance on procurement, design, and use. (Fourth Edition) (2017).”   + The Event Manager will review and sign off all structures to verify safety from an independent source Structures to be monitored during periods of high winds or heavy rains to ensure integrity.   + Event Management must be prepared to close the structure should the integrity be compromised.   + If necessary LASS to supply information about position of underground pipes and cabling. | 1 | 4 | 4 | Stage management should  be positioned to ensure.  that structures aren’t tampered with |
| 7 | Manual Handling | Contractors and event staff | Musculoskeletal injuries generated as a result of poor manual handling being used. | 2 | 2 | 4 | * + All staff to be reminded of proper manual handling techniques.   + Where deemed necessary contractors to verify their training in manual handling according to the “Manual Handling Operations Regulations 200.” | 1 | 2 | 2 |  |
| 8 | Movement around  the site during  times of darkness | All | injury due to tripping on uneven surfaces or auxiliary festival equipment. | 3 | 3 | 9 | * + Where necessary temporary lighting will be installed in all areas used by event attendees.   + Cable and other event equipment will be installed in such a way as to avoid public walkways and other areas where they may cause a hazard.   + Staff, contractors, or security to wear hi-viz vests during hours of work. | 1 | 3 | 3 |  |
| 9 | Glass on site | Staff | Injury due to cuts | 1 | 2 | 2 | * + Glass to be controlled by LAS.   + Any broken glass found to be reported and cleared away by waste management team as soon as possible. | 1 | 1 | 1 |  |
| 10 | Noise | All | hearing damage,  irritation to non-  event attendees | 3 | 3 | 9 | * Ensure that staff and contractors have adequate breaks and are not positioned for long periods of time in areas of loud sounds. * Staff and contractors working in stage pits required to wear ear protection if working within TWA. * Event Management to monitor sound levels from the ring sound systems. | 1 | 3 | 3 |  |
| 11 | Verbal or Physical | Event staff | Injury | 3 | 4 | 12 | * Monitor all guests for anti-social behaviours. If spotted, call for assistance from LAS team. Police backup only if required. * Provide adequate and suitable lighting. * Ensure Medics are on site to deal with any injury’s physical assaults. * Create a friendly environment and do not serve anyone who appears to have consumed too much alcohol. * Ensure alcohol serving services are comfortable refusing customers should need arise. Pass on contact details of LASS to all goods providers for support. | 2 | 3 | 6 |  |
| 12 | Sudden crowd  migration wanting to shelter from heavy rain/bad  weather | All | Crowd crush injury  and potential, fatality | 2 | 3 | 6 | * Event Management to keep informed about weather forecasts. * Be aware of all marquee and venue capacities. * Brief stewards and event staff to monitor movement during heavy rains Inform event participants via event information sources to bring and use appropriate clothing and items for outdoor events | 1 | 3 | 3 |  |
| 13 | Injuries requiring medical intervention | All | Individuals unable  to locate and  receive urgent medical care | 2 | 5 | 10 | * Event Managers to source and hire a professional medical company with trained staff of a paramedic level to deal with on-site medical situations, to include moving persons to local A&E if necessary. * Medical site structure to be placed in an easily accessible and visible area. * Signage around the event site and within printed event information to highlight location of the medical structure. * Medical personnel to be in radio contact with Event Management to respond to emergency calls. * Medical personnel to have foot patrols and be easily identifiable by the public. * Medical personnel to be able to respond all hours while public are on site. | 1 | 5 | 5 |  |
| 14 | Alcohol or drug abuse | All | Social unrest and/or injury | 2 | 3 | 6 | * Event staff to monitor all guests and members of the public for signs of drink/drug misuse. * Event information to emphasise a clear “no drugs tolerated” policy. * Only bar staff trained in licensing objectives to operate alcohol providing services. * Bar staff to check ID (Challenge 25) to prevent those underage from purchasing alcohol. * Bar staff trained for signs of drug or alcohol misuse and not serve those exhibiting misuse. * Welfare Team to supply provision for advice, support and a “quiet/chill out area” * Medical and/or police support as necessary in extreme cases * Public bringing in alcohol in to the event prohibited | 1 | 3 | 3 |  |
| 15 | Insect Bites / Stings | All | physical  discomfort, allergic  reactions and/or  anaphylactic shock | 3 | 2 | 6 | * Identify if there are any specific poisonous flora or fauna in the event vicinity. * Where documented ensure that the medical providers have supplies and training to deal with insect bites, including allergic reaction and anaphylactic shock. | 1 | 2 | 2 |  |
| 16 | UV Rays | All | Sun burn, Heat stroke, Heat exhaustion | 3 | 3 | 9 | * Brief all event staff on the dangers of exposure to the sun, provide sun block and make all aware of its location. * Remind contractors on site to take similar precautions with their crew. * Ensure suitable breaks for staff working in direct sun. * Site to have tress and marquee cover to provide shaded areas. * Remind public via signage and public announcements to take precautions with sun exposure. | 2 | 3 | 6 |  |
| 17 | Cross contamination in toilet areas | All | Risk of illness and exposure to biological contaminants (including Zoonotic diseases and floral irritants) |  |  |  | * Event Managers to ensure that a competent sanitation & waste management company is contracted. * Sanitation contractor to provide appropriate hand cleansing in toilet units and cleanse units regularly. * Public reminded to wash their hands. |  |  |  |  |
| 18 | Cross contamination in food and drinking water | All | Risk of illness and exposure to biological contaminants (including Zoonotic diseases and floral irritants) | 3 | 4 | 12 | * Event Management conform to legislation hygiene, preparation, waste management, cleaning of cutlery and equipment and hygiene. * Caterers to be reminded of current requirements regarding handwashing facilities in their unit. * Clean water will be made available to all persons involved with the handling and preparation of food. * Clean drinking water will be made available to the public as well as event staff and auxiliary crews. | 2 | 3 | 6 |  |
| 19 | Dehydration | All | physical distress and possible loss of consciousness | 3 | 4 | 12 | * Ensure that staff and contractors have adequate breaks. * Sufficient water to be made available to all staff and public. * Rehydrating drinks should also be made available for staff. * Public reminded via signage and stage announcements to keep hydrated in hot weather. * Free tap water will be available at the bar. * Marquee sides will be opened during very hot weather to allow for free flow of air and adequate ventilation. | 1 | 4 | 4 |  |
| 20 | Stress and exhaustion | All | physical distress and possible loss of consciousness | 3 | 2 | 6 | * Ensure a sufficient number of staff and personnel to carry out the tasks required. * Ensure adequate rest and meal breaks in staff schedules. * Provide area on site for staff to rest and refresh themselves away from event activities. * Ensure that contractors have welfare systems in place and are using staff that are rested, fed and fresh for doing the work required, particularly when carrying out potentially dangerous work (at heights, electricity, heavy loads etc) | 1 | 2 | 2 |  |
| 21 | LPG / Liquid Petroleum | All | explosion or gas  poisoning, Fatality | 2 | 5 | 10 | * Ensure persons handling, storing, and transporting LPG gas have been trained in the correct usage procedures. * Position gas canisters away from members of the public in a secure area. * Catering units using LPG to bring only what they need for the day’s trade. * All equipment using LPG gas to be certified safe with a current Gas Safe certificate | 1 | 5 | 5 |  |
| 22 | Generator Fuel | Contractors and event staff | Explosion, spills, damage to the environment and surrounding eco systems. | 2 | 3 | 6 | * Only fuel required for activities at hand to be held on site. * Generator fuel to be stored recognised fuel storage containers, kept in an area isolated from public activities. * Only qualified power contractor providing site generators allowed to handle fuel and to refuel the generators. * Spill Kits available to clean up minor spills. * Major spills to be isolated and reported to Local Authorities * All fuels to be kept way from public. * Only fuel used for activity to be kept onsite. | 1 | 3 | 3 |  |
| 23 | Hazardous  substances,  chemicals &  products | All | Chemical poisoning | 2 | 3 | 6 | * Contractors using chemicals e.g., toilet providers must provide an adequate COSHH Risk Assessment in accordance with the COSHH regulations. * Ensure security, stewards, event staff & Event Management are aware of all hazardous substance storage points and the correct protective equipment is available. * Obtain material Safety Data Sheets on all hazardous substances as per COSHH regulations | 1 | 3 | 3 |  |
| 34 | Waste Disposal | Contractors | Cross contamination, injury or illness | 2 | 2 | 4 | * Provide adequate numbers of litter bins around the site. * Secure a professional team to manage the waste on site during the event (litter pick, empty bins) * Anyone dealing with waste to wear correct PPE. * Have appropriate contractors to deal with any effluent and hazardous waste, if any | 1 | 2 | 2 |  |
| 25 | Inclement Weather | All | Risk of injury or  damage, risk of  vehicles unable to move on wet site, particularly emergency vehicles | 3 | 4 | 12 | * Keep informed of weather conditions via reliable meteorological and have a storm plan ready. * Shut down electrical appliances if necessary. * Have a weather contingency plan in place to shut tents, or electrical storms. * Move people away from structures and consider site evacuation as per the weather contingency plan. * Necessary site vehicle movement used during build or break to stay to reinforced pathway or have temporary trackway available to stay off the central grassed areas that could get boggy. | 1 | 4 | 4 |  |
| 26 | Tents and other  structures in inclement weather |  | risk of becoming  unstable or collapsing causing injury or fatality | 3 | 4 | 12 | * Inspect structures after inclement weather for any movement, secure as required. * Use only reputable companies that can provide documentation and adverse weather risk assessment for their structures. * Have evacuation plan in place if need to evacuate areas of unstable structures | 1 | 4 | 4 |  |
| 27 | Presence of trees,  shrubs and greenery | All | Injuries or fatalities | 1 | 3 | 3 | * LASS to cut tall grasses prior to site mobilisation. * Event Management team to identify potentially dangerous low hanging branches and either cut them back or isolate them with structures or barricades | 1 | 2 | 2 |  |
| 28 | Hazard off site that affect event functionality (ie. Public roadway) | All | Injuries or fatalities | 2 | 3 | 6 | * Organiser to have partial and full site evacuation prepared and made available to staff (See EP). * Traffic management plan to be formalised for public highway bordering event site. | 1 | 3 | 3 |  |
| 29 | Presence of children | All | Risk of access to  drink or drugs, risk f exposure to  harmful adults | 2 | 3 | 6 | * All under 18s to be accompanied by a responsible adult/parent/guardian age 25+ able to mind the child’s safety on site. * Strict guidelines for alcohol sale (Challenge 25) all mindful of proxy sales * Drugs policy to stop drugs at the gate. | 1 | 3 | 3 |  |
| 30 | The presence of Livestock | All | Injuries or fatalities (animal and human) | 3 | 3 | 9 | * All animals to be suitably penned and tethered at all times. * Animals to only be handled by experienced or qualified handlers. * Crossing points controlled by stewards and closed with barriers as necessary when animals are crossing. * Means to sedation available required if required. * Cleaning & disinfectant materials for animal areas stored out of public areas. | 1 | 3 | 3 |  |
| 31 | Moving vehicles around parking areas | All | Impact (Minor and Major) causing damage to people, Property and/or Equipment. | 2 | 4 | 8 | * Traffic restricted to 5mph on Car Park. * Stewards direct movements of vehicles. | 1 | 4 | 4 |  |
| 32 | Overhead lines | All | Injuries or fatalities due to contact electrocution | 2 | 5 | 10 | * Overhead lines to be highlighted on site map. * Travel routes to be designed to minimise time spent crossing. * Crossing to be undertaken in a perpendicular fashion to minimise crossing distances. * Signage to be used to identify overhead line risk. * Height of lines to be known in relation to incoming/outgoing vehicle height. * The following exclusion zones should be shared were appropriate;   + 220/400V – 1m   + 11-33kV – 3m   + 132Kv – 6m   + 275-400Kv – 7m | 1 | 5 | 5 |  |