

LLANFAIR CAEREINION TOWN COUNCIL
RISK ASSESSMENT – KING’S CORONATION EVENTS

Introduction - This risk assessment covers the King’s Coronation events as listed.

Risk assessment – BEACON CEREMONY – ST MARY’S CHURCHYARD

| No | Item | | Risk | Level | Actions | Level |
|----|-----------------------------|--|--|-------|---|-------|
| 1 | General | Traffic on road through town | People not paying attention with traffic passing. | 2 | Marshals on hand to ask people to stay on pavements. | 1 |
| 2 | Medi Evil Beacon | Beacon located on upper area of lower churchyard. | Injury by falling over. | 2 | Newly installed and tested. | 1 |
| | Beacon fire | Lighting of beacon with fire risk | People attending burnt from ash. | 3 | Marshals ensuring people are away from the lit beacon and not downwind of it. | 1 |
| | Beacon fire | Lighting of beacon with fire risk | Fire hazard on ground around beacon | 3 | Water and fire extinguisher on hand. | 1 |
| 3 | Beacon fire | Lighting of beacon with fire risk | Lighting of beacon risk of burning. | 2 | Beacon lit with pole and igniter on end of it. Person lighting beacon has experience. | 1 |
| 4 | Crowd control | People going where it is not safe to do so. | Trip hazards. | 3 | Marshals in place to ensure people are in right place. | 1 |
| 5 | Electrical equipment | None used on the night. | | | | |
| 7 | First Aid | First aid cover for injuries. Emergency planning. | Injury or emergency. | 3 | Qualified first aider on site with specific responsibility for first aid and emergencies. | 1 |
| 8 | Insurance | All risks insurance in place. | Risk of claims due to injury or damage. | 3 | All risks cover in place. The insurers have been informed of the event. | 1 |
| 9 | Inspections | Hazards on the site area. | Hazards not identified. | 3 | Site inspection before the event to take place. | 1 |
| 10 | Communications | Contact between organisers. | Lack of communication between area managers and organisers on the night. | 3 | Radios in place for all involved in organisation. | 1 |

Risk assessment – BEACON CEREMONY – BONFIRE TOP OF HILL AND FIREWORKS

| No | Item | | Risk | Level | Actions | Level |
|----|-----------------------|--|--|-------|---|-------|
| 1 | Bonfire | Bonfire on hill on private land with no public present. | Damaged equipment or failure causing injury. | 3 | Weekly inspections with repairs effected with good speed when found. Equipment roped off if needed. | 1 |
| 2 | Ignition | Lighting of bonfire. | Fire lit by pole with ignition on the end. | 1 | No further actions needed. | 1 |
| 2 | Fireworks | Let off when beacons lit. | Fireworks malfunctioning. | 3 | Professional firework unit with one point of ignition. | 1 |
| 3 | Crowds | No public present. | | | | |
| 4 | First Aid | Injury due to burns or other cause. | First aid kit available. | 1 | No further actions. | 1 |
| 5 | Communications | Communication with lower beacon as described in first part of risk assessment. | Contact between organisers of the event. | 2 | Radios in place, if fail mobile phone signal good in these areas. | 1 |

Risk assessment for Band and Dance evening

The risk assessment to be complied with is that issued by the Institute for such events.

RISK ASSESSMENT – INDOOR STREET PARTY (in addition see Institute risk assessment for events)

| Item | Activity | Risk | Level | Actions | Level |
|-----------------------|---|---|--------------|---|--------------|
| Crowds | Seated indoor street party | Overcrowding with limited space for movement | 2 | Numbers limited to enable a safe environment | 1 |
| Food provision | Food hygiene rules to be put in place | Food allergy and cleanliness. All food is either pre-cooked, prepacked or cold. No cooking on the premises. | 2 | All good to be prepared prepacked from outside providers or cooked in a clean environment considering the level 2 hygiene certificate rules. A person will be on site who holds a level 2 hygiene certificate. | 1 |
| Accidents | Moving around, trips and falls. | Accident due to a trip or fall. Hot drink spillage. | 2 | Health and Safety Officer will be on site to advise. Hot drinks to be served at a temperature which will not harm. | 1 |
| Communication | Announcements on safety. | Pre safety notice given out at the start of the event (housekeeping) | 2 | Person with good voice to give announcements. | 1 |
| Insurances | Incident which could give rise to a claim. | Insurance cover for all risks required. | 2 | Insurances are in place. | 1 |
| Equipment | Damaged or faulty equipment. | All equipment to be checked for suitability for use. | 2 | Checks to be made on all equipment before use. | 1 |
| Bouncy Castle | Provision of a bouncy castle. See separate risk assessment below. | | | | |
| Childrens entertainer | Children's entertainer provided for event. | Outside contractor to conduct this activity. | 2 | The contractor to carry own risk assessment. | 1 |
| Emergencies | Evacuation for fire or other emergency. | Co-ordinator to be on site. | 2 | Health and Safety office on site to cover emergencies. | 1 |

RISK ASSESSMENT FOR BOUNCY CASTLE.

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| Hazard Area | Risk | Existing Controls | Likelihood 1-5 | Severity 1-5 | Risk Score L X S | Further Action To Take |
|---------------|---|---|-------------------|-----------------|---------------------|--|
| Bouncy Castle | Over enthusiastic participants | Responsible person supervising at all times. Rocking from side to side is NOT PERMITTED UNDER ANY CIRCUMSTANCES. | 2 | 1 | 2 | In the event of large numbers participants a trained operator should be hired with the inflatable to aid with large numbers. |
| Bouncy Castle | Jumping over unit | Responsible person supervising at all times. | 1 | 1 | 1 | In the event of large numbers participants a trained operator should be hired with the inflatable to aid with large numbers. |
| Bouncy Castle | Danger of unnecessary Injury | Ensure that no one with a history of back or neck problems or who suffers from a heart complaint uses the inflatable. Anyone who is feeling unwell or suffering the effects of alcohol or drugs or Pregnant may not use this equipment at any time. | 1 | 5 | 5 | None |
| Bouncy Castle | Overloading or Tipping over. | No user weighing over 90kg or 14 stone is permitted to use the equipment at any time. | 1 | 5 | 5 | None |
| Bouncy Castle | Larger participants coliding with smaller participants. | Responsible adult supervising at all times. | 1 | 5 | 5 | None |

| Hazard Area | Risk | Existing Controls | Likelihood 1-5 | Severity 1-5 | Risk Score L X S | Further Action To Take |
|---------------|---|---|-----------------------|-----------------------|-----------------------|--|
| Bouncy Castle | Overloading or Tipping over. | No user weighing over 90kg is permitted to use this equipment at any time. | 1 | 1 | 1 | None |
| Bouncy Castle | Larger participants coliding with smaller participants. | Responsible adult supervising at all times. | 1 | 1 | 1 | Participants put in to groups of similar size. |
| Bouncy Castle | Adverse weather conditions. | Equipment to be switched off in heavy rain and is not permitted to be used in strong winds these conditions can be deemed a health and safety risk | Dependant on weather. | Dependant on weather. | Dependant on weather. | None |
| Bouncy Castle | Danger of injury from hard surfaces | The inflatable must never be mounted unless the inflatable bed is fully inflated whether the inflatable is in operation or not as this can lead to serious injury. | 1 | 4 | 4 | None |
| Bouncy Castle | Injury Through lack of supervision. | Constant supervision is required by a responsible adult. | 1 | 5 | 5 | None |
| Bouncy Castle | Tripping over anchorage points, electrical equipment. | Anchor points used as per manufacturers instructions and where possible electrical cables not to cross any public pathway. | 1 | 1 | 1 | In the event of a large event safety fencing to be erected and cables to be covered/overhead. |
| Bouncy Castle | Injury through incorrect positioning of equipment. | Do not move or try to reposition the inflatable under any circumstances and ensure that the anchors are in place at all times. | 1 | 2 | 2 | None |
| Bouncy Castle | Petrol Blower/ Generator, Risk of fire | Blowers/generators filed with fuel before delivery, units are fire retardant, event to provide a working fire extinguisher for fuel (petrol). | 3 | 1 | 3 | All spare fuel to be stored in suitable marked container. Inflatable switched off while refilling. |
| Bouncy Castle | Chocking | No food, drinks or chewing gum to be allowed on or near the inflatable. | 1 | 4 | 4 | None |
| Bouncy Castle | Injury through 3rd party items and 3rd party bodies. | All shoes, glasses, jewellery, badges etc MUST be removed before using this inflatable. Always ensure the area surrounding the inflatable is not overcrowded. | 1 | 5 | 5 | None |
| Bouncy Castle | Danger of fire | No smoking or barbecues near the inflatable at any time | 1 | 5 | 5 | None |
| Bouncy Castle | Danger of falling from height. | Climbing, hanging or sitting on walls is DANGEROUS and must not be allowed at any time. Equipment must always be supervised this is of exceptional important when the inflatable is erected on hard surfaces. | 1 | 3 | 3 | None |

| Hazard Area | Risk | Existing Controls | Likelihood 1-5 | Severity 1-5 | Risk Score L X S | Further Action To Take |
|---------------|--|--|-------------------|-----------------|---------------------|------------------------|
| Bouncy Castle | Emergency | In the event that someone is seriously injured. DO NOT move the individual, leave the inflatable switched on and dial 999 immediately. | 1 | 5 | 5 | None |
| Bouncy Castle | Injury through lack of inflatable pressure or suffocation. | Do not allow anyone to be on the inflatable during inflation or deflation as this can be EXTREMELY DANGEROUS. | 1 | 2 | 2 | None |
| Bouncy Castle | Injury through insecure anchorage | Never use any unit without proper anchorage in place. It may be blown over in certain wind conditions. If the inflatable unit is not anchored correctly please ensure you tell a member of Claires Castles right away. | 1 | 5 | 5 | None |

L=Likelihood S=Severity L*S= Risk 1=Low 5=High

Risk is worked out using numbers 1 - 5. The likelihood is given a number and this is multiplied by the number given to the severity of the risk.

The result = the risk factor. This generic risk assessment is brief and we have our own individual assessments for each individual risk, 25 being the worst possible outcome, any item reaching 25 would give serious cause for concern & we would not be able to erect the unit. It is recommended that clients undertake their own risk assessment to suit their requirements.