

# Gilwell Fundays 2024

## General Event Risk Assessment



Risk Assessment is a process not a document. All workers should be trained and familiar with relevant hazards and controls identified in this document. It is good practice for workers to “sign off” that they understand and accept the safe system of work detailed in this document and any associated Operating Procedures / Method statements.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Overall coordination and management	Guests, Staff	High	Event safety plan maps out responsibilities and team leaders for the event. Including clear responsibilities for each team.  Reporting procedure for major and minor problems defined in staff emergency instructions.	Low
General site hazards from normal operation (legionella, asbestos, etc)	Guests, Staff	High	General site risk assessment still in operation with statutory compliance measures managed by facilities team.  Safe working practices defined in each event teams risk assessment.	Low
Crowd Management	Guests, Staff	High	Number of guests on site low compared to space capacity.  More popular sessions may draw higher numbers but this is unlikely to exceed safe capacity  Audience and event type means loss of crowd control is a very low risk.  Marshalls and event staff available to manage access points and crowd if needed.	Low
Vehicle incident on site (e.g. Collision)	Guests, Staff	High	Traffic management plan in place with traffic management team on duty  5mph speed limit across site	Low

### FUNDAYS GENERAL

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			Access routes restricted via gates and traffic marshals	
Catering incident (e.g. food poisoning)	Guests, Staff	High	In house catering are providing bulk catering service, standard EHO approved HACCP and food management plan being used.  External catering contactors have provided compliance paperwork, to show they meet regulatory standards	Low
Extreme Weather	Guests, Staff	High	Standard inclement weather plan in place, Duty manager to review weather conditions.  Indoor emergency spaces available in case of extreme weather (e.g. storms)	Low
Terror attack	Guests, Staff	High	Terror threat analysis in event safety plan, more probably incidents are marauding attacker and vehicle strike but still low probability  Marshalls and on site security present though out event, CCTV active.  Traffic management in place and controlled entry/exit  All attendees issued with wrist band.	Low
Serious first aid incident	Guests, Staff	High	On site medical team including paramedic level care.  Direct contact with FA team can be made via radio message or via duty manager  FA team have on call shift pattern and walk in centre, full medical equipment including response vehicle.  Information on contacting the FA displayed in app and on safety posters.	Medium
Fire or similar major incident	Guests, Staff	High	Fire risk assessments completed for all large temporary event structures  Smaller stands/tents to include risk of fire in their own RAs.  General camp fires and BBQs are prohibited across the site with the exception of stands/exhibitors.	Low

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			<p>Fire points and marshal kits in all temporary event structures and public gathering spaces (bars)</p> <p>Centre standard major incident response plan to be used in case of a fire or similar incident.</p> <p>Designated individuals from event teams to fulfil roles in the emergency plan. (Camping space manager is assembly point officer, safety officer is incident officer, Traffic manager is traffic manager, duty manager is duty manager)</p>	
Lost or missing person	Guests, Staff	High	Centre standard Missing Child plan to be used in case of a fire or similar incident.	Low
Event infrastructure fault (e.g. Electrical fault)	Guests, Staff	High	<p>All event infrastructure installed by competent people (see risk assessment)</p> <p>Hazard reporting form and emergency contact number displayed around site and on app for reports to be made.</p> <p>Facilities team on standby throughout the event in addition to infrastructure team</p> <p>Hazards/faults to be isolated if they cannot be fixed.</p>	Low
Site services fault (e.g. water, electricity)	Guests, Staff	High	<p>Hazard reporting form and emergency contact number displayed around site and on app for reports to be made.</p> <p>Facilities team on standby throughout the event in addition to infrastructure team</p> <p>Hazards/faults to be isolated if they cannot be fixed.</p> <p>If there is a major loss of services (e.g. water) which cannot be restored the Duty Manager, Event Manager and Safety Officer to make the decisions whether to cancel the event based on the current situation and risks presenting at the time.</p>	Low
Safeguarding incident	Guests, Staff	Medium	<p>All adult attendees asked to complete safeguarding declaration</p> <p>Safeguarding team have names available for vetting</p>	Low

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Novel/developing hazards around the site	Guests, Staff	Medium	Regular site walks to be conducted by event management team. Emergency contact number displayed around site and on app for reports to be made.	Medium
Unsafe practice by a contractor / exhibitor / activity provider	Guests, Staff	Medium	All contractors/exhibitors have submitted copies of risk assessments and PLI. All contractors have watched an induction video and been asked to confirm their understanding, to read the code of conduct, and to share the information with anyone else in their team. Member of the safety team to meet and talk to all the contractors on site within their first 6 hours on site. Regular site walks to be conducted by event management team including the Safety officer.	Medium
Serious complaint or behavioural issue concerning a guest	Guests, Staff	Low	Duty Manager and Event manager on call throughout the event to manage customer service type issues. Senior TSA management present on site to support if needed.	Low
Structural integrity and stability of temporary structures	Guests, Staff	High	Regular site walks to be conducted by event management team including the Safety officer to identify hazards or problems. Weather forecast to be monitored for extreme weather and decisions made about any need to isolate or stop usage.	Low
Emergency services access to the site	Guests, Staff	High	Traffic management team to manage vehicle approach routes including maintaining clear access for emergency vehicles. Camping space team will ensure clear access around camping fields. ERV for emergency vehicles at main entrance. Traffic team to provide marshals or shepherding for emergency vehicles. On site first aid team have response capability reducing need for external emergency service access in an emergency.	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Waste management and hygiene	Guests, Staff	Medium	<p>Scout adventures team scheduled to ensure cleanliness of toilets and empty bins.</p> <p>Large bins placed at key locations around the site</p> <p>Waste to be taken to compactor and managed by trained volunteers as per usual operation.</p> <p>Regular site walks to be conducted by event management team including the Safety officer.</p>	Low

### Severity Factor & Remaining Risk Assessment

Level	Severity Description	Residual Risk Description
Low.	Minor Injury requiring no treatment, or simple first aid.	Control have reduced the severity and/or likelihood of occurrence to minimal levels.
Medium.	Injury would require the participant/worker to stop continuing the activity/task; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment & conscious consideration.
High.	Injury would require expert medical attention and/or result in fatality.	Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.