

YMCA PRAGUE FESTIVAL 2008 RISK ASSESSMENT

Persons Affected A = Festival staff, B = Members of the Public, C = Contractors, D = Guests, E = Artistes

Hazard	Those Affected	Risk Level	Control Measure
Vehicles operating on-site	A B C	Likely	<p>Staff and site management should be proactive in policing/enforcing this policy to reduce risk of injury to patrons attending the event and to members of staff working in the locality. Minimise traffic to essential traffic only.</p> <p>All traffic shall observe the site speed restrictions and onsite traffic management plan. Sufficient and appropriate signage should be provided to inform all vehicles of traffic restrictions especially speed limit.</p> <p>The site entrance will be modified to minimize disruption to the public highway.</p>
Overcrowding of site	A B C D	Unlikely	<p>Ensure there are sufficient barriers, lighting, fencing and security staff to deter such entry.</p>
Tripping and falling; cables/ portable seating/temporary structures/uneven ground surface or low lighting	A B C D E	Possible	<p>To reduce trip hazards, all cables should be covered by purpose built cable runs, be 'flown' securely at sufficient height if over the heads of patrons, or positioned away from public areas. Signage should also be used to make staff aware of any specific hazards. Lighting levels around</p>

levels			the site will be designed to cover all hazards at night time.
Installation of lighting and other technical systems	A C	Unlikely	All work at height will be undertaken by experienced crew only.
Movement around the site during times of darkness	A B C D	Likely	Cable runs will be dug in or flown over head. 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.
Misuse of Plant	A C	Unlikely	Plant will have suitable audible and visual warning system, and is expected to be fully serviced and maintained prior to hire. No plant to be used unless a competent and qualified operator is provided. Clearly defined work areas will be established by the Festival Organisers. Plant checks to be carried out by operators. Additional signs, barriers and warning materials to be available on-site.
Verbal or physical assault	A B C D E	Possible	Use competent security and steward staff. Monitor all guests, work in pairs and call for assistance from the response team and Police if required. Provide adequate and suitable lighting. Ensure First Aid is on-site to deal

			with any physical assaults.
Injury from collapse of temporary structures: marquees/fencing/staging/sound or lighting towers/barriers	A B C D E	Very Unlikely	To reduce the risk of structural collapse, reputable contractors will have been engaged to provide and erect temporary structures.
Sudden Crowd Migration due to shelter from heavy rain	A B	Possible	Manage information from Meteorological department. Be aware of all tent capacities. Brief stewards and event security with details of Emergency Management Plan
Crowd surge or collapse	A B	Unlikely	Design the site to ensure optimum lines for patrons. Have effective means of communication and an effective crowd management plan.
Emergency route blocked by parked vehicles	A B C D	Unlikely	Identify areas that need to be blocked off to ensure clear access for Blue Light Services to Gates.
Members of the public climbing temporary structures	A B C D	Unlikely	Barrier, fence and steward (where necessary) all temporary structures. Stewards within the site to keep watch for issues of this nature.
Slips, trips, falls on ramps and steps	A B C D	Possible	Festival Organisers to ensure non-slip surfaces on all ramps, guard rails and hand rails fitted accordingly.
Public order issues at all main gates	A B C D	Unlikely	Festival Organisers to ensure suitable and sufficient numbers of competent security and stewards are on duty

			to deal with early arrivals. Suitable and sufficient amount of crowd barrier on-site to form a queuing system to prevent queue jumping and ensure patrons that there is queue control.
Waste disposal	A B C D E	Unlikely	Provide adequate numbers of litter bins around the site. Have a dedicated team during the event to manage the waste on-site and the appropriate contractors to deal with effluent and hazardous waste.
Fire - General Fire - Electrical	A B C D E	Unlikely	Have suitable and sufficient fire fighting equipment strategically situated on-site and make staff aware of its location. Implement a system for raising the alarm and keep fire exits clear from obstructions. Have sufficient fire exits to ensure calm, steady evacuation of public. Ensure powder-based extinguishers positioned near all electrical equipment.
Insect bites and stings	A B C D E	Possible	Make staff aware and have sufficient insect repellent and medical representation on-site. Ensure that there is someone on site who is qualified to administer adrenalin in the event of an allergic reaction to a bite or sting
UV rays	A B C D E	Possible	Brief everyone to the dangers of exposure to the sun, provide crew with sun block and make everyone aware of its location. Ensure suitable breaks.

			<p>Have adequate shade in place on site such as marquees and gazebos for people and children to get shelter under.</p> <p>Have suitable area in place for people who might have heat stroke.</p>
Dehydration	A B C D E	Possible	Adequate supply of drinking water available
Cross contamination in Toilet blocks	A B C D E	Unlikely	Site Manager to ensure that a competent sanitation and waste management company is contracted to provide appropriate washing facilities and to manage the waste based on the site capacity. Have toilet blocks positioned away from food and water supplies.
Cross contamination in food and drinking water	A B C D E	Unlikely	Will only use competent and accredited caterers that conform to legislation in regards to food hygiene, preparation, storage, handling, waste management, cleaning of cutlery and equipment and hygiene.
Tents and other structures becoming unstable in inclement weather	A B C D E	Unlikely	<p>Inspect structures after inclement weather for any movement, secure as required.</p> <p>All structures will be inspected every day.</p>
Child Protection		Unlikely	Covered by Child Protection Policy / Procedures