



Site Risk Assessment Matrix ~ Kew Midsummer Fete

Site Location: Kew Green, TW9 3AA

Date : 23 June 2018

Time: Public access from 11.00 am to 6.00 pm

Version 1 – 16 April 2018

Health and Safety officer for the event: Alex Duncan 07808 784827

Activity/Design Element	Potential Hazards	Severity	Likelihood	Risk Total (1)	Control Measures	Risk Total (2)
Erection and installation of activity/ fairground equipment	Danger to those erecting equipment whilst moving, installing, and or initiating operation - death/major or minor injury	3	1	3	FC to ensure that fairground operator has suitable insurance and is competent to erect, install and operate equipment and rides. Method statement and risk assessment to be provided.	1
Access to fairground equipment before event	Danger to persons/trespassers interfering with and/or falling from equipment – death/major or minor injury	3	1	3	Fairground operator to make adequate provision for site security including overnight. Operator sleeps in caravans on site and site is never left unattended.	1

Arrival of stall holders, displays and rides onto the main field	Collision between vehicles and persons. Collision between vehicles and stalls, partitions or ride equipment - death/major or minor injury	2	2	4	FC to manage the segregation of vehicles and pedestrians. Stall/activity positions to be notified to responsible persons (RP) in advance. Traffic to be managed onto the field: other than services vehicles (fire Brigade, Police and First Aid) vehicles to be moved from the field before the Fete opens to public and not permitted back onto the field until the event has ended. Vehicles to be managed on/off the field. 3MPH speed limit to be signposted.	1
Access/egress for Police, Fire Brigade and First Aid – event stands	Obstruction of emergency services. Collision between vehicles and persons. Collisions between vehicles and stalls, partitions or ride equipment - death/major or minor injury	2	1	2	FC to liaise with services so that each is allocated suitable location to ensure good access to the rest of the site in the event of emergency. RPs to manage clear exit route from the field in event of emergency.	1
Access (into the stall/display area), by unauthorised persons	Unauthorised persons who are unaware of risk being harmed by incomplete installation etc: major or minor injury	2	2	4	Demarcate and protect access against entry. Secure display partitions/boards by anchoring when unattended	1
Erection and installation of stalls/activity platforms	Danger of equipment /partitioning falling onto persons and or fall of persons - death/major or minor injury	3	2	6	Provide fall protection and or use of suitable access equipment for the erection of high level displays: if ladders are used they must be in good condition and either restrained or non-slip and either footed or guarded when in use. Work area to be guarded against unauthorised access whilst installation is being carried out. Review of installation if poor weather conditions	2
					Prohibit persons working/passing underneath/nearby during erection, by use of signage and/or a cordoned exclusion zone.	1
Erection of arts and crafts marquee	Danger to those erecting equipment and to passers by - death/major or minor injury	2	1	2	Ensure marquee supplier has suitable insurance and is competent to erect and dismantle. Method statement and risk assessment to be provided prior to access to site.	1
Collapse of stalls/activity platforms	Fall of partitions/persons/	3	1	3	FC to inspect all stalls and activities prior to opening site to the public to ensure integrity of the stalls, displays and	1

(stage) during use	structures/ equipment - death/major or minor injury and or damage to property				activities. Ensure that areas where there are support mechanisms like ties ropes, ballast and struts are protected from accidental impact from the neighbouring stalls/public. Once the Fete is open, checking of the integrity of the stalls, displays, equipment will be down to the stall / activity RP's	
Condition of electrical equipment and supply of power for installations/ connections	Electrical hazards of shock / fire - death/ major or minor injury/ property damage	3	3	9	All imported equipment must be subject to portable appliance testing and in a good condition. Circuits must not be overloaded beyond manufacturer's recommendations. FC to visually inspect physical condition of electrical equipment prior to field being opened to the public.	2
Trailing wires from stalls / activities	Chance of trip/fall hazard causing major/minor injury	2	3	6	Use of cable protectors and good management of cables/ leads etc – responsibility of RP's and visual inspection by FC	1
Obstruction of fire exit routes	Obstruction of escape/ emergency routes may cause death/ major or minor injury/ property damage	1	1	1	Position of the stalls and activities must be planned to avoid obstruction; RP's to be informed of emergency vehicles' access routes and patrolling by FC members to ensure that escape routes and emergency access routes are kept clear	1
Accident/ injury/ incident/ requiring immediate extraction	Collision of vehicles and persons and or activity/ stall equipment further causing major/minor injury/property damage	3	2	6	In the set up of the site, emergency routes must be planned in and maintained throughout the event. FC to patrol and police keeping these routes clear during the event. Emergency vehicles to be marshalled to injured persons etc	1
Tug Of War	Danger of injury through slipping/falling and collision with other competitors	2	2	4	RP to assess suitability of ground conditions and to consider cancelling if wet/slippy. Area to be kept clear behind to ensure safety of competitors and spectators.	2
Sale of food and refreshments	Danger of food poisoning harming persons	2	2	4	All insurances and environmental certificates for food traders to be requested beforehand	1
Food and refreshments sold on stalls and or offered as prizes	Danger of food poisoning harming persons	2	1	2	Stall holders to be told to cover and keep cool all foodstuffs which have the potential to spoil. All RP's to take responsibility for withdrawing food/drink which may have been subject too much heat exposure.	1
Cooking of food, utilising coals or flammable gas	Danger of fire, wind blowing BBQ embers/hot ash, burns from physical contact with hot equipment/flames.	3	2	6	No coal fired BBQs permitted – all gas. All stallholders cooking food to provide method statement and risk assessments. Public to be suitably prevented from gaining access to cooking areas. All stallholders to provide adequate and appropriate fire extinguishing equipment.	2

Dog show – suitability of allocated area – proximity to Police horses, donkeys and to food stalls	Dog faeces causing slips/trips/falls and harm to persons of a major/minor nature.	2	1	2	RP for this activity to take responsibility for any animal waste and control/removal of the same during and post event	1
	Danger of dogs contaminating food preparation areas, upsetting food stands – major/minor harm to persons though food poisoning, cuts or burns	2	1	2	Dog show to be sited away from food stalls. All dogs to be kept on a lead at all times. See separate Dog Show Risk Assessment.	1
Condition of the field	Incidence of holes on the field causing major/minor harm to persons	1	1	1	Field to be walked before the arrival of persons/vehicles and all holes to be made good/repared by the owners of the field before the event	1
	Broken glass/packaging etc causing harm to persons through slips/cuts etc	1	1	1	FC members to patrol the field to check that field safety not compromised by littering etc. Discoverer to remain at spot until assisted. Gloves to be provided so that broken glass etc can be safely collected and disposed of.	1
	Animal droppings caused by dogs, donkeys, horses etc causing slips/trips/falls and harm to persons of a major/minor nature	2	1	2	RP for dog show to take responsibility for any animal waste and control/removal of the same during and post event, for the specific event location and site	1
Access onto main road	Danger to persons especially children, as well as to pets and road users due to proximity of main road on west side of the Green – death/major or minor injury	3	2	6	Web fencing, cordon or alternative to be erected along much of the length of the A205 Kew Road to present at least a visual barrier. It is not practical to form a continuous physical barrier. FC to patrol the field during the event to check integrity of fence/cordon line and to look out for any unaccompanied young children.	2
Rioting/unrest/ malicious and or violent behaviour	Danger of violence from persons resulting in harm to persons of a major/minor nature and or damage to property	2	1	2	FC to patrol the field during the event so that any signs of a potential incident can be brought to the attention of the Police immediately and contained if possible. Police may be at the event and should be used rather than FC to break up an incident.	1
Generators	Danger of burns	3	1	3	All generators to be cordoned off to warn against/prevent	2

	caused by touching hot parts. Danger of fire/explosion.				unauthorised access. FC policy is to prohibit petrol generators wherever possible. In the event of any petrol generator being on site, all refuelling is to take place off the field and no petrol is permitted to be stored on the field.	
Safety of FC members	Danger of violence from persons/ collision from vehicles/ heat stress	1	1	1	All FC members to be advised not to put themselves in a position of risk when marshalling vehicles/ tackling a potential incident. Sun cream/refreshments to be used.	1
ALL	Lost Children	3	2	6	All FC members to be familiarised with written Lost Child Policy, to be include advertised point for lost children.	2
ALL	General risk of injury – all events	3	2	6	The St John's Ambulance will be in attendance for the duration of the event. Some members of FC have first aid training.	2
ALL	Danger of fire	3	2	6	It is anticipated that the Fire Brigade will be in attendance for much of the day. Fire Extinguishers will be sited by the events stage and the craft marquee. Fire assembly points will be located in three positions on the field and marked by signs. Vehicular access will be kept clear at all times for emergency vehicles except when the Fire Brigade station their engine across the entrance. In the event of fire, the RP will assess which assembly point is furthest from risk area and people will be marshalled accordingly. FC members, identifiable by high visibility vests to be worn at all times, will all assist the RP in directing people to safety. If the Fire Brigade is on site at the time then the RP and FC will follow their instructions.	2

SEVERITY:	FATALITY, MAJOR INJURY OR ILLNESS CAUSING LONG TERM DISABILITY	3
	INJURY OR ILLNESS CAUSING SHORT TERM DISABILITY	2
	OTHER INJURY OR ILLNESS	1

LIKELIHOOD:	CERTAIN OR NEAR CERTAIN TO OCCUR	3
	REASONABLY LIKELY TO OCCUR	2
	VERY SELDOM OR NEVER OCCURS	1

Score = severity x likelihood
9 = high risk 1 = low risk
Risk (1) before control **Risk (2)** post control
FC = Fete Committee
RP = Responsible Persons responsible for stalls/activities