

**Section 1 – Hazard Identification.** Consider all aspects of the event (content/activities/infrastructure/suppliers). Some example hazards are provided in green text.

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| Alcohol/drugs<br>e.g. drug overdose                                                                                      | Infectious Diseases<br>e.g. COVID 19 outbreak                                                                                        | Sponsors<br>e.g. lack of communication in terms of site rules and process                                          |
| Animals<br>e.g. animal bite                                                                                              | Lighting (incl. light level)<br>e.g. electrocution                                                                                   | Traders and concessions (incl. bars, caterers, funfairs, circuses)<br>e.g. food poisoning, under-age alcohol sales |
| Artists or performers<br>e.g. injury                                                                                     | Litter/waste disposal/contamination<br>e.g. injury due to waste build up, blocking of clearways                                      | Technical infrastructure – sound/lighting/other<br>e.g. collapse of infrastructure leading to injury               |
| Chemicals (including Cleaning Products) fumes, dust<br>e.g. burn from chemical                                           | Lone working<br>e.g. failure to raise the alarm if there were an accident                                                            | Temporary Demountable Structures (TDS) – marquee, stage, seating<br>e.g. collapse of structure leading to injury   |
| Communication<br>e.g. failure to respond to an incident (such as site evacuation)                                        | Manual handling<br>e.g. strains, broken bones                                                                                        | Toilets/sanitation<br>e.g. infection/disease from human waste                                                      |
| Contractors (incl. infrastructure, electrical, specialist services)<br>e.g. injury (due to incorrect working procedures) | Medical accidents/incidents<br>e.g. inability to respond to medical incidents                                                        | Tools (use of)<br>e.g. injury through misuse                                                                       |
| Electrical installations (layout/segregation/generators/cabling)<br>e.g. electric shock and burns                        | Night working<br>e.g. injury due to lack of light                                                                                    | Vehicle movement, routes, and access<br>e.g. vehicle/pedestrian collision                                          |
| Enclosed/confined spaces<br>e.g. panic attack                                                                            | Noise and vibration<br>e.g. ear damage due to loud music                                                                             | Visitor and crowd management (incl. overcrowding, access, disturbances) e.g. crowd crush                           |
| Fire (e.g., cooking, fuel, electrical installations)<br>e.g. burn from fire                                              | Seating (TDS)<br>e.g. collapse of seating leading to injury                                                                          | Water (drinking/sanitary)<br>e.g. dehydration                                                                      |
| Fireworks/lasers/pyrotechnics<br>e.g. burns from fire                                                                    | Security/stewarding provision<br>e.g. lack of incorrect provision causing unsafe event environment                                   | Water, Bodies of (incl. river and tides)<br>e.g. risk of drowning or flooding                                      |
| Food hygiene<br>e.g. food poisoning                                                                                      | Site (glass, needles, dog fouling, insects)<br>e.g. injury due to infection                                                          | Weather (wind/heat/cold)<br>e.g. electrocution, heat stroke                                                        |
| Fuel: LPG/Liquid Petroleum/gas/barbeques<br>e.g. risk of fire (incorrect storage. Transport)                             | Slips, trips, housekeeping<br>e.g. injury due to tripping or falling                                                                 | Welfare/information<br>e.g. lack of clear information at event site                                                |
| Funfairs and rides (TDS)<br>e.g. injury to ride occupants                                                                | Special activities/performance (NB regulated entertainment)<br>e.g. injury                                                           | Working at height<br>e.g. danger of falling person or object                                                       |
| Inflatables (TDS)<br>e.g. injury (inflatable blows away)                                                                 | Suppliers - consider risks associated with all suppliers (see below):<br>e.g. incompetent contractor providing bad work and services | Working hours<br>e.g. exhaustion                                                                                   |

**Section 2 – Identify who might be at risk.** Consider everyone who might be present at the event and who might be harmed

|            |                                        |                       |                                 |
|------------|----------------------------------------|-----------------------|---------------------------------|
| Employees  | Suppliers (incl. contractors, traders) | Members of the public | Special needs/vulnerable adults |
| Volunteers | Event visitors                         | Students/children     | Other                           |

**Section 3 – Risk Rating.** Your risk rating is a calculation of severity x likelihood. The table below provides an example of how this can be used to assess risk level. You should carry out an assessment of risk bit before and after the control measures are put in place.

| Risk Rating |                  | Severity / Consequence |          |             |            |          |
|-------------|------------------|------------------------|----------|-------------|------------|----------|
|             |                  | 1. Negligible          | 2. Minor | 3. Moderate | 4. Serious | 5. Major |
| Likelihood  | 1. Very Unlikely | 1                      | 2        | 3           | 4          | 5        |
|             | 2. Unlikely      | 2                      | 4        | 6           | 8          | 10       |
|             | 3. Possible      | 3                      | 6        | 9           | 12         | 15       |
|             | 4. Likely        | 4                      | 8        | 12          | 16         | 20       |
|             | 5. Probable      | 5                      | 10       | 15          | 20         | 25       |

|                      |                                                                                                                                                            |
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| <b>1 – 6 Low</b>     | May be acceptable. However, due care must be taken, and the tasks reviewed to ensure risks are reduced to minimum                                          |
| <b>7 – 14 Medium</b> | Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk |
| <b>15 -25 – High</b> | Task must not proceed. It must be redefined, or further control measures put in place prior to the task commencing                                         |

**Section 3 continued.** Definitions to help define levels of Likelihood and Severity.

| Likelihood       | Definition                                                                     | Severity<br>Consequence | / If the effects are |                                                            |
|------------------|--------------------------------------------------------------------------------|-------------------------|----------------------|------------------------------------------------------------|
| 1. Very Unlikely | Little or no chance, would require an unusual combination of factors to result | 1. Negligible           | Personal             | Negligible injury or health implications, no lost worktime |
|                  |                                                                                |                         | Equipment            | No likely equipment damage or loss                         |
|                  |                                                                                |                         | Production           | Very minor production 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 factors | 2.Minor    | Personal    | First aid treatment, minor short term health effect, no lost worktime                       |
|             |                                                                                                                |            | Equipment   | Damage causing minor repair                                                                 |
|             |                                                                                                                |            | Production  | Minimal production disruption, less than 1 hour                                             |
|             |                                                                                                                |            | Environment | Minimal impact to environment, restoration within 1 day                                     |
| 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                                               |
|             |                                                                                                                |            | Production  | Loss of production progress less than 2 days                                                |
|             |                                                                                                                |            | Environment | Short term moderate impact on the environment, restoration in less than 1 month             |
| 4. Likely   | Known to have occurred and represents a credible scenario.                                                     | 4. Serious | Personal    | Single fatality, 2+ people suffering lost worktime injuries or acute/chronic health effects |
|             |                                                                                                                |            | Equipment   | Serious damage to worksite or equipment causing the operation to cease                      |
|             |                                                                                                                |            | Production  | Loss of production progress 2 to 9 days                                                     |
|             |                                                                                                                |            | Environment | Medium term impact with restoration expected 1 month to 1 year                              |
| 5. Probable | Almost inevitable that an incident would result                                                                | 5.Major    | Personal    | Multiple fatalities or multiple injuries                                                    |
|             |                                                                                                                |            | Equipment   | Major damage to equipment causing operation to cease                                        |
|             |                                                                                                                |            | Production  | Loss of production progress 10+ days                                                        |
|             |                                                                                                                |            | Environment | Long term impact with recovery time 1+ year                                                 |

**Section 4 – Control Measures.** These are the measures and plans that you will put in place to manage and control the risks that you have identified. An example would be to stop vehicles on site hitting someone, to have a traffic management policy and site vehicle rules in place that are managed and monitored by one person. Another example could be related to staging, to control against a stage collapsing, you would employ a competent contractor to build the stage and make sure that the construction was signed off with a completion certificate.

**Section 5 - Risk Assessment Table.** Use the table below to consider each hazard to build you specific event your risk assessment. An individual must be assigned to each hazard to monitor and ensure the control measures have been put in place. You should also specify when the actions should be completed.

|             |                    |       |              |       |                 |
|-------------|--------------------|-------|--------------|-------|-----------------|
| Event name: | KEW MIDSUMMER FETE | Date: | 20 JUNE 2026 | Time: | 1100 – 1800 hrs |
|-------------|--------------------|-------|--------------|-------|-----------------|

|                         |                               |       |                                                                                                                                                                                      |
|-------------------------|-------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event location/address: | KEW GREEN (east side) TW9 3AA | Note: | Your risk assessment should address all periods of the event (build/open/break/site closed).<br>You may wish to carry out a separate risk assessment for the different event phases. |
|-------------------------|-------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**H&SO – Health & Safety Officer – Alex Duncan**

**KFC – Kew Fete Committee**

**KFV – Kew Fete Volunteers**

**RP – Responsible Person(s) to include Stallholders, Operators and/or KFC member**

| Describe the hazard and the harm it could cause                                                      | Who is at Risk | RISK RATING<br>Likelihood x<br>Severity<br>Rating =<br>based on no<br>controls |   |   | Control Measures                                                                                                                                                                                                                             | RISK RATING<br>Likelihood x<br>Severity<br>Rating = Post<br>Controls |   |   | Who needs to carry out and or<br>monitor the action(s) | When do the action(s) need to<br>be completed by?                                   |
|------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---|---|--------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                      |                | L                                                                              | S | R |                                                                                                                                                                                                                                              | L                                                                    | S | R |                                                        |                                                                                     |
| <b>General – All Event Phases</b>                                                                    |                |                                                                                |   |   |                                                                                                                                                                                                                                              |                                                                      |   |   |                                                        |                                                                                     |
| Condition of the field.<br>Incidence of holes on the field causing major/minor harm to persons       | All            | 4                                                                              | 2 | 8 | Visual inspection of the field to identify and fill any holes with brought in bags of clean topsoil. Refer to LBRUT pre- and post-site inspection requirements                                                                               | 1                                                                    | 2 | 2 | H&SO                                                   | To be completed during course of Friday 19.06.26 and monitored throughout the event |
| Condition of the field.<br>Broken glass/packaging etc causing harm to persons through slips/cuts etc | All            | 3                                                                              | 3 | 9 | Patrol of the field to check that safety not compromised by littering etc. In the case of broken glass, discoverer to remain at spot until assisted. Gloves to be provided so that broken glass etc can be safely collected and disposed of. | 2                                                                    | 3 | 6 | H&SO and KFC                                           | To be completed during course of Friday 19.06.26 and monitored throughout.          |

|                                                                                                                     |             |   |   |    |                                                                                                                                                                                                                                                                                                   |   |   |   |                                                                                                                                                |            |
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| Inclement Weather conditions – heavy rain, wind or lightning causing minor / major injury / death                   | All         | 3 | 4 | 12 | Ensure adequate policies in place to temporarily or permanently close individual attractions or the entire event.<br>Refer to Emergency & Evacuation Plan                                                                                                                                         | 1 | 4 | 4 | H&SO in consultation, where available, with Police, Fire Service and First Aid providers. Also to consult with Fairground RP.                  | All times. |
| Obstruction of emergency services entry and exit routes.<br>May cause death/ major or minor injury/ property damage | All         | 3 | 3 | 9  | Position of the stalls and activities planned to avoid obstruction; RPs to be informed of emergency vehicles' access routes; patrols by H&SO and KFC to ensure that escape routes and emergency access routes are kept clear.<br>Cones to be placed at entrance and exits when not manned by KFC. | 1 | 3 | 3 | H&SO and KFC                                                                                                                                   | All times. |
| Safety of KFC and KfV.<br>Danger of violence from persons/ collision from vehicles/ heat stress                     | KFC and KfV | 2 | 3 | 6  | All KFC and KfV to be advised not to put themselves in position of risk when marshalling vehicles/ tackling a potential incident. Covered in induction form.<br>Sun cream/refreshments to be available free of charge.                                                                            | 1 | 3 | 3 | H&SO induction to KFC prior to 19.06.26<br>KFC to ensure all KfVs read and sign induction register before undertaking any volunteering duties. | All times. |
| Danger of contracting an infectious disease                                                                         | All         | 2 | 3 | 6  | RPs requested not to attend if anyone knowingly has an infectious disease or is displaying any symptoms of Covid-19. Similar note to be displayed on home page of Kew Fete website for visiting public.                                                                                           | 1 | 3 | 3 | KFC via email communications with RPs and on website.                                                                                          | All times. |

| Describe the hazard and the harm it could cause | Who is at Risk | RISK RATING<br>Likelihood x Severity<br>Rating = based on no controls | Control Measures | RISK RATING<br>Likelihood x Severity<br>Rating = Post Controls | Who needs to carry out and or monitor the action(s) | When do the action(s) need to be completed by? |
|-------------------------------------------------|----------------|-----------------------------------------------------------------------|------------------|----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------|
|-------------------------------------------------|----------------|-----------------------------------------------------------------------|------------------|----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------|

|                                                                                                                                                                                                                                      |                                         | L | S | R  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | L | S | R |                                                            |                                                                                                     |
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| <b>Event Build and Breakdown</b>                                                                                                                                                                                                     |                                         |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |   |   |                                                            |                                                                                                     |
| Erection and installation of activity/ fairground equipment.<br>Danger to those erecting equipment whilst moving, installing, and or initiating operation - death/major or minor injury                                              | RP (Fairground operator) and passers by | 3 | 4 | 12 | 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 | 4 | 4 | RP for Fairground with assistance from KFC where required. | Fairground rides likely to be erected 16/17/18 June, break down 20/21 June.                         |
| Arrival of stallholders, displays and rides onto the field for build and breakdown.<br>Collision between vehicles and persons.<br>Collision between vehicles and stalls, partitions or ride equipment - death/ major or minor injury | All                                     | 3 | 3 | 9  | Stall/activity positions notified to RPs in advance. Traffic to be managed onto the field: other than services vehicles (Fire Service, Police and First Aid) vehicles to be moved from the field before open to public; not permitted back onto the field until close at 6.00 pm and if safe to do so. Vehicles to be managed on/off the field. 3MPH speed limit and one way system to be signposted. Children to be kept in car policy to be enforced. Refer to Vehicle Management Plan | 2 | 3 | 6 | Designated KFC and KfV to manage vehicle movements.        | All vehicles off the field by 10.30 am before opening to public at 11.00 am. Breakdown from 6.00 pm |
| Access/egress for Police, Fire Service and First Aid – event stands.<br>Collision between vehicles and persons.<br>Collisions between vehicles and stalls, partitions or ride equipment - death/ major or minor injury               | All                                     | 2 | 3 | 6  | KFC to liaise with services so that each is allocated suitable location to ensure good access to the rest of the site. KFC to manage clear routes to and from the field in emergency.                                                                                                                                                                                                                                                                                                    | 1 | 3 | 3 | Co-ordinated by H&SO                                       | All times during event.                                                                             |

|                                                                                                                                                                                      |                            |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |   |   |                                                          |                                                                    |
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| Erection of marquees and stage, inflatables, delivery of toilets and refuse bins.<br>Danger to those erecting / delivering equipment and to passers-by - death/major or minor injury | All RPs and passing public | 3 | 3 | 9 | RPs to provide and observe RAMS appropriate to their activities and ensure that 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. Prohibit persons working/passing underneath/nearby during erection. | 2 | 3 | 6 | RPs for each structure, to be monitored by H&SO and KFC. | All documents / RAMS to be received and reviewed prior to 20.06.26 |
| Access (into stall/display areas), by unauthorised persons who may be unaware of risks due to incomplete installation etc: major or minor injury                                     | All                        | 3 | 3 | 9 | Protect access against entry by constant monitoring. Secure display partitions/boards by anchoring when unattended                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 | 3 | 6 | RPs for each structure, to be monitored by H&SO and KFC. | All times                                                          |
| Accident/ injury/ incident/ requiring immediate extraction<br>Collision of vehicles and persons and or activity/ stall equipment further causing major/minor injury/property damage  | All                        | 2 | 4 | 8 | Emergency routes planned in advance and maintained throughout. H&SO and KFC to patrol to ensure routes clear at all times. Emergency vehicles to be marshalled to location of any incident.                                                                                                                                                                                                                                                                                                                                                  | 1 | 4 | 4 | H&SO and KFC                                             | All times                                                          |

| Describe the hazard and the harm it could cause | Who is at Risk | RISK RATING<br>Likelihood x<br>Severity Rating<br>=<br>based on no<br>controls |   |   | Control Measures | RISK RATING<br>Likelihood x<br>Severity<br>Rating = Post<br>Controls |   |   | Who needs to carry out and or monitor the action(s) | When do the action(s) need to be completed by? |
|-------------------------------------------------|----------------|--------------------------------------------------------------------------------|---|---|------------------|----------------------------------------------------------------------|---|---|-----------------------------------------------------|------------------------------------------------|
|                                                 |                | L                                                                              | S | R |                  | L                                                                    | S | R |                                                     |                                                |

| Event Open Period                                                                                                                                                                                      |                                            |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |                                        |                                                                    |
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| Collapse of stalls/ activity platforms (fairground, stage, marquee, inflatables) during use. Fall of partitions/persons/ structures/ equipment - death/major or minor injury and or damage to Property | All                                        | 2 | 5 | 10 | Inspect all stalls and activities prior to opening to the public to ensure completion of installation and integrity. 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 Event is open, checking integrity of the stalls, displays, equipment by RPs and H&SO                              | 1 | 5 | 5 | H&SO and RPs.                          | All times                                                          |
| Access onto main road Danger due to proximity of main road on west side of the Green – death/major or minor injury                                                                                     | Children, road users and uncontrolled dogs | 3 | 4 | 12 | One meter high plastic web fencing 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 – spaces required for pedestrian footways, bus stop etc. H&SO to patrol the field during the event to check integrity and to look out for any unaccompanied young children. Dogs on lead policy to be enforced. | 1 | 4 | 4 | H&SO and KFC                           | Fence erected 19.06.26 and taken down after Event has closed.      |
| Artists / performers Danger of slips and falls during performances. Major/minor injury                                                                                                                 | All performers and their organisers        | 2 | 2 | 4  | Hired stage is covered, being a self-contained unit, thereby protected from rain. Weather conditions to be monitored, especially for performances on the grass in front of stage.                                                                                                                                                                                                                              | 1 | 2 | 2 | RP for stage in consultation with H&SO | All times                                                          |
| Condition of electrical equipment and supply of power for installations/ connections. Electrical hazards of shock / fire - death/ major or minor injury                                                | All                                        | 3 | 4 | 12 | All imported equipment must be certified and subject to portable appliance testing and in a good condition. Circuits must not be overloaded beyond manufacturer's recommendations. HS&O to visually inspect physical condition of electrical equipment prior to field being opened to the public. Refer to Fire Protection Plan                                                                                | 1 | 4 | 4 | RPs and H&SO                           | All documents / RAMS to be received and reviewed prior to 20.06.26 |

|                                                                                                                   |                                 |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |   |                               |                                                                                                                         |
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| Trailing wires from stalls / activities Risk of trip/fall hazard causing major/minor injury                       | All                             | 3 | 2 | 6  | Use of cable protectors and good management of cables/ leads etc – responsibility of RPs and to be inspected / monitored by H&SO                                                                                                                                                                                                                                                                                                                              | 2 | 2 | 4 | RPs and H&SO                  | All times                                                                                                               |
| Generators<br>Danger of burns caused by touching hot parts. Danger of fire/explosion.                             | All                             | 3 | 3 | 9  | All generators to be cordoned off to warn against/prevent unauthorised access. KFC 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.<br>H&SO to check if any operators bring unauthorized petrol generators and then to enforce refueling policy if necessary. Refer to Fire Protection Plan | 2 | 3 | 6 | RPs and H&SO                  | All times.<br>All documents / RAMS to be received and reviewed prior to 20.06.26 and checked by the RP before operation |
| Sale of food and refreshments<br>Danger of food poisoning harming persons.                                        | All                             | 3 | 3 | 9  | All insurances and food hygiene certificates for food traders to be requested beforehand. Traders required to display allergens.                                                                                                                                                                                                                                                                                                                              | 2 | 3 | 6 | RPs and KFC                   | All times.<br>All documents / RAMS to be received and reviewed prior to 20.06.26                                        |
| Funfair rides and Inflatables. Collapse or blowing away due to high winds.<br>Risk of death/major or minor injury | All using rides and in vicinity | 2 | 5 | 10 | RPs for Funfair and Inflatables to be fully vetted along with appropriate certifications. Follow inclement weather policies such as closing / deflating rides.                                                                                                                                                                                                                                                                                                | 1 | 5 | 5 | RPs and H&SO                  | All times.<br>All documents / RAMS to be received and reviewed prior.                                                   |
| Sale of Alcohol<br>Danger of intoxication and risk of under-age drinking.                                         | Under 18                        | 3 | 2 | 6  | RP / Bar operator is local pub manager and will only employ staff familiar with “Challenge 25” policy.                                                                                                                                                                                                                                                                                                                                                        | 1 | 2 | 2 | RPs for those selling alcohol | All times                                                                                                               |

|                                                                                                                                                                |     |   |   |   |                                                                                                                                                                                                                                                                                                |   |   |   |                |           |
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| Food and refreshments sold on stalls and or offered as prizes.<br>Danger of food poisoning harming persons                                                     | All | 2 | 3 | 6 | Stall holders required to cover and keep cool all foodstuffs which have the potential to spoil. All RPs to take responsibility for withdrawing food/drink which may have been subject too much heat exposure.                                                                                  | 1 | 3 | 3 | RPs            | All times |
| Cooking of food, utilising coals or flammable gas<br>Danger of fire, wind blowing BBQ embers/hot ash, burns from physical contact with hot equipment / flames. | All | 3 | 3 | 9 | No coal fired BBQs permitted without express consent. All stallholders cooking food to provide RAMS. Public to be suitably prevented from gaining access to cooking areas. All stallholders to provide adequate and appropriate fire extinguishing equipment.<br>Refer to Fire Protection Plan | 1 | 3 | 3 | RPs and KFC    | All times |
| Dog show – suitability of allocated area and proximity to food stalls<br>Dog faeces causing slips/trips/falls and harm to persons of a major/minor nature      | All | 2 | 3 | 6 | RP for this activity to take responsibility for any animal waste and control/removal of the same during and post event.<br>Refer to Dog Show RA                                                                                                                                                | 1 | 3 | 3 | RP and KFC     | All times |
| Danger of dog bites                                                                                                                                            | All | 2 | 3 | 6 | Dogs to be kept on leads at all times – signage to that effect. No animals showing signs of stress or aggression will be permitted entry to the dog show.                                                                                                                                      | 1 | 3 | 3 | RP and all KFC | All times |
| Danger of dogs contaminating food preparation areas, upsetting food stands – major/minor harm to persons though food poisoning, cuts or burns.                 | All | 2 | 3 | 6 | Dog show to be sited away from food stalls. Dogs to be kept on a lead at all times - depicted by signage.                                                                                                                                                                                      | 1 | 3 | 3 | KFC            | All times |

|                                                                                                               |                            |   |   |   |                                                                                                                                                                                                                                                                                          |   |   |   |                                            |                     |
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| Animal faeces caused by dogs and petting farm - slips/trips/falls and harm to persons of a major/minor nature | All                        | 2 | 3 | 6 | RP for dog show to take responsibility for any animal waste in dog show area and control/removal of the same during and post event.<br>RP for petting farm to regularly clear droppings.                                                                                                 | 1 | 3 | 3 | RPs                                        | All times           |
| Tug Of War<br>Danger of injury through slipping/falling, collision, rope burn.                                | Competitors and spectators | 3 | 2 | 6 | RP to assess suitability of ground conditions and to consider cancelling if wet/slippy. Area to be kept clear ends and sides to ensure safety of competitors and spectators.                                                                                                             | 2 | 2 | 4 | RP in consultation with H&SO if necessary. | During the activity |
| Litter/waste disposal/contamination.<br>Injury due to waste build up, blocking of clearways                   | All                        | 3 | 3 | 9 | Ensure adequate refuse facilities for the public.<br>Require stallholders to take their own waste away to avoid overloading of facilities provided.<br>KFC to patrol field to compact waste and re-allocates / move bins as necessary to regulate use.<br>Refer to Waste Management Plan | 2 | 3 | 6 | KFC.                                       | All times           |
| Missing / Found Children                                                                                      | All Children               | 2 | 4 | 8 | All KFC to be familiarised with written Found & Missing Child Policy.<br>Safe location with signage for found children – First Aid tent next to Committee Tent.<br>Refer to Missing & Found child policy – rapid response                                                                | 1 | 4 | 4 | KFC                                        | All times           |
| Water (drinking/sanitary)<br>Dehydration                                                                      | All                        | 3 | 2 | 6 | Ensure adequate facilities for non-alcoholic refreshments.<br>On sale by stallholders and water available at Committee and Tea tents.                                                                                                                                                    | 2 | 2 | 4 | KFC                                        | All times           |



|                                                                                                                                                                         |     |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |   |              |           |
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| Toilets/sanitation<br>Danger of infection from human waste. Danger of WC facilities tipping over causing injury.<br>Infection/disease from human waste.                 | All | 2 | 3 | 6 | Ensure adequate and safe toilet provision.<br>To be located on level ground.<br>Cleaner to be employed to ensure toilets are kept sanitary and stocked.<br>Any toilet that is out of order will be locked.<br>WC facilities also available in three pubs nearby.                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 | 3 | 3 | KFC          | All times |
| General risk of injury – all facilities and attractions.                                                                                                                | All | 3 | 3 | 9 | CQC accredited K4 Medical Services (first aid) will be in attendance 10.00 am to 7.00 pm. Some members of FC have first aid training.<br>Full Medical Plan and RAMS to be obtained.<br>Refer to First Aid Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2 | 3 | 6 | KFC          | All times |
| Danger of fire / explosion.<br>Minor or major fire causing minor / major injury / death                                                                                 | All | 2 | 4 | 8 | Richmond Fire Service may be in attendance for some of the day.<br>Those cooking food required to bring fire fighting equipment appropriate to their facility.<br>Fire Extinguishers to be provided by KFC by stage, Committee and Tea tents and marquee.<br>Fire assembly points will be located in three positions on the field and marked by signs.<br>In the event of fire, the H&SO will assess which assembly points are furthest from risk area and people will be marshalled accordingly.<br>KFC will assist in directing people to safety.<br>If the Fire Service is on site at the time of any incident then KFC will follow their instructions.<br>Refer to Fire Protection Plan | 1 | 4 | 4 | RP's and KFC | All times |
| Rioting/unrest/ malicious and or violent behaviour.<br>Danger of violence from persons resulting in harm to persons of a major / minor nature and or damage to property | All | 2 | 4 | 8 | KFC 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.<br>Kew Police SNT plan to be at the event and should be deferred to.<br>KFC to employ x2 uniformed CIS accredited security officers to give support as required throughout the day.<br>Refer to Emergency & Evacuation and Security Plans                                                                                                                                                                                                                                                                           | 1 | 4 | 4 | KFC          | All times |

| Describe the hazard and the harm it could cause                                                                                                                      | Who is at Risk | RISK RATING<br>Likelihood x<br>Severity Rating<br>=<br>based on no<br>controls |   |   | Control Measures                                                                                                                                                             | RISK RATING<br>Likelihood x<br>Severity<br>Rating = Post<br>Controls |   |   | Who needs to carry out and or<br>monitor the action(s) | When do the action(s) need to<br>be completed by? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---|---|--------------------------------------------------------|---------------------------------------------------|
|                                                                                                                                                                      |                | L                                                                              | S | R |                                                                                                                                                                              | L                                                                    | S | R |                                                        |                                                   |
| Event Period: Pre- and Post- Event                                                                                                                                   |                |                                                                                |   |   |                                                                                                                                                                              |                                                                      |   |   |                                                        |                                                   |
| Access to fairground equipment before and after event.<br>Danger to persons/trespassers interfering with and/or falling from equipment – death/major or minor injury | All            | 3                                                                              | 3 | 9 | Fairground operator to make adequate provision for site security including overnight. Operator and family/staff sleep in caravans on site and site is never left unattended. | 2                                                                    | 3 | 6 | RP                                                     | From access date TBC                              |
| Overnight security.<br>Danger to persons/trespassers interfering with and/or falling from equipment – death/major or minor injury                                    | All            | 3                                                                              | 3 | 9 | KFC to employ CIS accredited security company to provide dog handler in marked van to provide overnight site security.<br>Refer to Security Plan                             | 2                                                                    | 3 | 6 | H&SO                                                   | From 8.00 pm 19.06.26 - 06.00 am 20.06.26         |

  

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| <b>Name of Assessor:</b> | Alex Duncan | <b>Assessment Date:</b> | Rev 25 May 2026 | <b>Review Date:</b> |  |
|--------------------------|-------------|-------------------------|-----------------|---------------------|--|