

Risk Assessment Form

Waterbeach Community Association require all organisations who participate at their events to complete a risk assessment, signed and dated by a representative of the organisation/company.

- Organising groups or companies are responsible for producing a safe method of working for setting up, running and clearing up after an event.
- The Waterbeach Community Association will require evidence of how the organising group/company will control risks to volunteers, staff and the public, including the movement of vehicles other than on the normal highway.
- If there is a period of time between completion of setting up and starting an event then the Waterbeach Community Association will need to know what steps are being taken to protect volunteers/staff and the public.
- Account should be taken of the circumstances under which it is intended that the activity should take place. Attention should be given to adverse weather and other unexpected events.

You may wish to take account of the following issues. Not all of them may be relevant, and they may not cover everything relevant to your activity. Include everyone who might be affected by the activity, including your volunteers or staff and the public. Remember also that the risks for different groups of people will vary. Your risk assessment should include everything **you** consider needs addressing.

- Slips/trips
- Electrical connections, distribution and generation
- Flammable liquids and gases
- Noxious fumes from e.g. combustion engines
- Noise
- Access to potentially hazardous areas which could include things which are heavy, unstable, hot etc.
- Pests attracted by litter, food waste etc.
- Crowd control
- Incidents associated with people and moving vehicles
- Falling from heights
- Incidents associated with animals

None of these things need present a problem if there are adequate controls in place. The Waterbeach Community Association needs to know that the controls are adequate to prevent a risk to all people.

Incident management

In an event there are risks associated which may result in harm to people if there are inadequate plans or inadequate ways of dealing with the public.

The Waterbeach Community Association need to know

- Who will be in charge of the activity/stall etc?
- If a serious incident occurs how will a message be communicated to other people involved in organising/controlling the event
- How the movement of people will be managed

Two possible examples of an incident are;

- A serious outbreak of anti social behaviour (e.g. a fight)
- A fire.

A possible format for preparing your risk assessment is attached, but your organisation/company may present it as it thinks fit.

Please return completed risk assessment to the Waterbeach Community Association, 9 Providence Way, Waterbeach, Cambridge, CB25 9QH.

Risk Assessment for (event):

Organised by (organisation/company):.....

To be held at (place):.....

On (date(s)):.....

Please return completed risk assessment to Waterbeach Community Association, 9 Providence Way, Waterbeach, Cambridge, CB25 9QH.

Possible area of risk	Action taken to minimise risk

Assessment carried out by.....Signed.....Date.....

(Name block capitals)

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