

Henstridge Village Fete - Risk Assessment Form 2025

Date of event	21 st June 2025
Start & finish times	12 noon until 9pm
Address & description of venue	Henstridge Recreation Gound, Ash Walk BA8 0TH A medium-sized public park, with green areas, trees children's playground & Village Hall
Details of Event Organiser	Ashley Shirlin 07545 704620
Details of Site Manager	Bob Steele 07914 377184
Details of Responsible Person(s) for health & safety for the event.	Ronnie Smith Lance Fuller
Form completed by (Print name)	Ronnie Smith

Signature.....V A Smith.....

Event Organiser.....

Site Manager.....

Guidance Notes

The Site Manager will be responsible for the arranging, setting up, safety and all relevant matters to do with the event with the support of a team of helpers. In the event of the Nominated Person in Charge being unable to complete the event, a change of Nominated Person in Charge will be communicated to all attending helpers before continuing the event. The nominated Person in charge will always have a copy of this risk assessment with him/her. The nominated Person in charge will also share this risk assessment with the Parish Council, the local PCSO the other members of the organising team and volunteer marshals. Site safety regulations will be written and provided to all businesses and other organisations taking part in the event. These will cover movement of vehicles, safety of gazebos and other structures, food safety etc.

Severity & Probability of risk 1=Low; 2=Medium; 3=High. If Overall Risk Factor = 9 should this part of the event continue?

AFTER THE EVENT.

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organisers of the event to learn from your experience.

Responsibilities of other parties

Note that where responsibilities are shared with other parties it is most important to ensure that areas of responsibility are clearly defined, and no gaps are left. Henstridge Fete Committee are the organisers of the event and there are no other joint organisers.

Emergency Contact Numbers

Ashley Shirlin – 07545 704620

HAZARD	Person at risk	Severity of Risk	Likelihood of Risk	Overall Risk factor	Measures required to control risk	Action to be taken by	Date completed a signature
Crowding or crushing at entry and exit	Public	3	1	3	There are 2 entrances to the recreation ground. The front entrance will be the main entrance used. No charge is being made, so there should be no delay with entrance. If there are any delays the carpark at the main entrance is big enough to handle it. At the other entrance it is in a cul-de-sac dead end there is no issue with traffic. Marshals will be posted at both entrances to supervise entry.	Event organiser	
Injury caused by moving vehicle impact	Public	3	1	3	Vehicles entering the site will be limited to those of stallholders. They will be allowed entry according to a predetermined schedule and will all be on site before the event begins so numbers of pedestrians should be small at that time. All stall holder vehicles will be removed from the site by 11.30am & parked in the Virginia Ash field. However, as this is a public park, there will be some people about whilst the site is being set-up. Marshals will direct members of the public to use other entrances than those being used by vehicles. Appropriate signage will be put in place. Movement of vehicles will not be allowed during the event, and marshals will be briefed to enforce this. Classic Cars can leave a 3pm, with the assistance of a marshal or at 5pm.	Event organiser Marshalls	

Slips, trips and falls and minor injuries – insect bites, heatstroke, sunburn.	All	2	1	2	A Qualified First Aider will attend & will be in the 1st Aid tent. The location will be clearly identified. For more serious issues 2 defibrillators are available.	Event Organiser Site Manager	
Injury from improperly secured marquees, gazebos and stalls	All	2	1	2	Erection of marquees and gazebos for event use to be conducted by the organisations who supply them. Two Marshalls will be tasked with reviewing the adequacy of the stall-holders approach and identifying problems.	Exhibitors Site Manager Marshalls	
Risk to public and Event staff if pitches are not adequately set up and supervised. The most likely risks are accidents caused by trip hazards.	All	1	1	1	All stallholders will be issued with instructions as to how to enter and leave the site and rules regarding safety and marking of guy ropes. If applicable, e.g. where any activity is being undertaken that would on disclosure, or inspection, involve a risk, stallholders will be required to provide their own risk assessments before the event. All pitch-holders will be responsible for their areas of operation. They will be required to have public liability insurance and to produce insurance certificates to Event organisers.	Event organiser	
Injury from generators, gas bottles or cooking equipment	All	3	2	6	All pitch-holders will be responsible for their areas of operation. They will be required to have public liability insurance and to produce insurance certificates to Event organisers. Dangerous areas to be roped off to keep children away and the organising team to check that this is done. Risks from generators and heating equipment used by operators will be covered under their public liability insurance but all vehicles	Event Organiser	

					and stalls will be checked prior to opening by the Event Organiser		
Injury to public or performers if they mix about the stage area, main arena	All	2	1	2	Stage area will be roped off to ensure that the public are kept at a safe distance	Event organiser Site Manager	
Fire in cooking areas of food stalls Illness caused by poor food hygiene	All	3	1	3	Fire extinguishers are mandatory in all catering units. Catering subcontracted to commercial contractors. All necessary food hygiene certificates will be displayed. Commercial contractors will be responsible for their areas of operation. They will be required to have public liability insurance and to produce insurance certificates to Fete organisers. Marshalls will check fire extinguishers as part of a checklist before allowing set up.	Event organiser Marshalls	
Fire in the stage area or any of the marquees or gazebos or in the waste bins Fire in the Village Hall	All	3	1	3	This is an outdoor event and so there is low risk of anyone being trapped in a fire. Fire extinguishers will be mandatory in the catering areas and will be checked. The Village Hall has fire safety instructions, fire exits, fire bell & fire extinguishers	Event Organiser Marshalls	
Injuries caused by sudden mass evacuation of the site in emergency	All	2	2	4	In the event of a crowd evacuation or disturbance, there will be adequate Marshals for the number of people expected to attend. They will all be briefed on the safety aspects of crowd control prior to the event commencing. Special briefing will be given to marshals on the management of large numbers of people when they exit near main roads. Good systems of communication will be available via loudspeaker system and walkie talkies. Also, see below for Major emergency.	Event Organiser Marshalls	

Overhead electric cable(s)	All	2	1	2	Overhead cables to be fastened securely using cable ties, clamps or other appropriate fixtures. Cables are not to be exposed to the elements i.e. use waterproof insulation, sealing connectors. Regular checks should be conducted, by an assigned person, to monitor for signs of strain or damage. Weather conditions are to be continually monitored to ensure the safety of the cables. In the event of extreme weather conditions, the Health & Safety team with the event organiser & manager will decide whether it is safe to use the cables. A generator is to be available, in case the overhead cable cannot be used.		
Injuries caused by people tripping over electric cables	All	2	1	2	Cabling to be positioned to not to present a hazard. Cables in public areas to be fixed down and clearly marked	Event organiser Marshalls	
Lost children	Children	2	2	4	Lost children area to be clearly identifiable for parents/carers - PA system to alert parents/carers. Care to be taken not to fully identify any child i.e. first name only and nothing else. In case a child is reluctant to go with an adult the police will be called. We will follow our policy Consideration has been given as to whether or not DBS checks are needed. Given that there will be no regular contact with children and that the policies for any volunteer with a vulnerable person should be always accompanied by another, a DBS check is not considered necessary.	Event Organiser Ronnie	

					Lost children will be taken to the information/ control tent to await collection.		
Theft of cash from businesses or other stalls	Stallholders	1	2	2	There will be a control/information tent available for coordination of any activity. Marshals to be aware and to observe for any concerns. Radios/mobile phones to be available.	Ronnie	
Henstridge Village Fete Committee Cash	Fete Committee	1	2	2	This cash will be kept locked away in the Village Hall.	Ronnie	
Financial loss to Henstridge Fete Committee	Fete Committee	1	1	1	A loss is considered unlikely as considerable sponsorship has already been committed. The event is being organised on a cash positive basis, so that expenditure will not be made until sufficient income has been received to cover it.	Event Manager	
Inadequate toilet provision	All	2	1	2	Toilets are available at the Village Hall & will be regularly checked by Marshalls	Event Organiser Marshalls	
Site litter, dog mess, debris	All	1	2	1	Extra waste bins will be provided around the site. Regular inspection & emptying to be arranged. Dog poo bin locations to be clearly identified. At the end of the event, a check of the site will be made & Marshalls will be requested to do a litter pick, if required.	Event Organiser Site Manager	
Major emergency requires site to be cleared quickly	All	3	1	3	The Site Manager will decide whether to declare an emergency evacuation. He will take control until the emergency services arrive. Marshalls will be briefed as to how to evacuate safely, especially at exits that open onto a main road.	Site Manager Marshalls Event Organiser	

					The emergency muster point is at the old oak tree on the Parkfield Close side of the recreation ground, as marked on the site plan. An Emergency Plan will be created and distributed to volunteers.		
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