



Event Risk Assessment

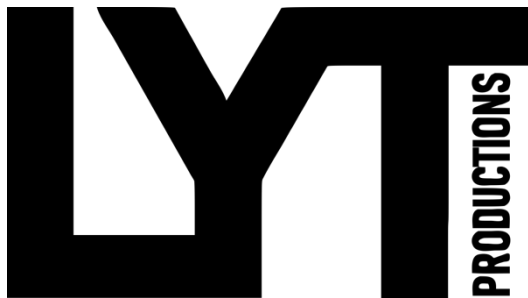
Venue: **Southover, Grange Gardens, Lewes, East Sussex, BN7 1TL**

Build: **Friday 10th June 2022**

Event: **Saturday 11th June 2022**

Get out: **Sunday 12th June - Monday 13th June 2022**

Risk Assessment produced on behalf of LYT Productions by Ben Phelps. Edited and Approved by Phil Rose.



VERSION 1 – Last Edited 3/5/2022

Introduction

This event risk assessment covers all aspects of the event but is to be read in conjunction with the Event Management Plan. In addition, individual suppliers' assessments and method statements, especially when dealing with aspects of greater risk such as working at height must also be examined.

The nature of the event will require continual and dynamic risk assessment, and enforcement of control measures. This is a responsibility of all contractors on site. Action to ensure compliance must be taken by any management personnel. Event Management will take the lead in this and enforce as appropriate. In undertaking the risk assessments, the following approach has been adopted:

- Gather information
- Identify risks
- Consider control measures appropriate to identified risk
- Evaluation of residual risk

The risk assessments are not, therefore, final, but do give an indication of the appropriate measures that are incorporated into the event plan. The following risk assessments indicate that whilst the event venue (Southover Grange Gardens, Sussex) has suitable safety features suited to mass gatherings; the usual crowd control, safety design and management features that one would associate with any typical outdoor event will be implemented. It must be appreciated and understood that there will always be the potential for public safety problems. Whilst considerable effort has been spent in identifying significant hazards and control measures the hazards can generally be summarised as:

- Overcrowding and crushing of attendees in the immediate event area.
- Fire at the event area from event equipment.
- Fire in a location on event site not associated with the event resulting in emergency response and impacting on transport management.
- Severe adverse weather conditions.
- Serious medical emergency.

This Risk Assessment is for the overall event. Each installation will be required to submit a full and comprehensive risk assessment for any elements they are responsible for.

Risk Rating Matrix

The risk assessment is written using a 5 x 5 Risk Matrix. The Risk Rating is calculated by multiplying the likelihood against the severity. 1 indicates low and 5 indicates high e.g. A likelihood of 4 which is probable against a Severity of 2 would give you an overall risk rating of 8 which would be rated as a low risk.

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

1. Extremely Unlikely
2. Possible but unlikely
3. Conceivable
4. Probably would happen at some time
5. Almost certain to happen

Severity

1. No or minimum injury – No equipment or property damage
2. First aid treatment on site – minimal equipment or property damage
3. First aid treatment off site – equipment or property damage
4. Major injury or hospitalisation - Localised equipment or property damage
5. Fatality - Extensive property or equipment damage

Likelihood

S = Severity L = Likelihood R = Risk Rating (S x L = R)

1-6 LOW RISK *Action is required to lower the risk. Time effort and money must be proportionate to the risk*

7-15 MEDIUM RISK *Action is required to control the risk. Immediate short-term measures may be required*

16-25 HIGH RISK *Action is required urgently to control the risk. Further resources are almost inevitable*

Risk Assessment

Hazard	Who is at Risk	Cause of Hazard	Risk Index	Control Measures	Risk with Controls
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			S	L	R		S	L	R
Slips, Trips and Falls	All	Site is within a walled park with grassy surfaces and tarmac pathways. The site is mostly flat, with a small hill at one edge. The Winterbourne Stream runs through the site and is protected by a fence.	3	4	12	Unsafe areas are out of bounds during the event. Ground conditions constantly monitored. Sufficient Lighting provided in all event areas. Spills and litter cleared promptly with regular patrols by event Crew. Removal of slip & trip hazards promptly. Site is designed so minimal amount of cables cross pathways and all cables are covered or flown. Event Management to check all event furniture etc. are suitable and properly set up. Stage surface kept clean and dry. Furniture/ décor positioned so as not to block any main route. Security to monitor those who display signs of intoxication. Medical team on site to treat injuries.	3	2	6
Unsafe Working Practices on Site	All	Unsafe working practices can cause serious injury.	4	3	12	All contractors required to submit method statements and risk assessments for their specific role prior to being allowed on site. Only professional, competent contractors to be used. All contractors and Crew working on site to receive a site-specific briefing covering site rules and site specific hazards. Event Management and Production Manager to ensure safe working practices are adhered to including the use of correct PPE.	4	2	8
Incorrect Storage of Materials	All	Materials can be damaged by weather or spill into public areas	3	2	6	Materials can only be stored in pre-determined and secure locations. No public access allowed to storage areas. LPG to be securely stored in well ventilated areas. RA's provided by food vendors, which will cover individual storage of LPG.	3	1	3
Physical Installation Failure	All	Falling structure, failure of integrity of structure	3	4	12	All installation structures to be tested on site for load and position before event. Larger structures to be erected and risk assessed by contractors and signed off with hand over certificate. Crew constantly vigilant and all structures checked regularly.	3	2	6
Vehicle Movement on Site	All	Site is all mostly grass with Tarmac pathways. Vehicular entrance to site via double width gate. Risk of	5	3	15	Site can on be accessed by vehicles during pre-determined times. Speed limit is strictly limited to 5mph. Pedestrians are given priority, over vehicles. All	5	1	5

		collision or damage to site or vehicles.				vehicles will be accompanied by a banksman from LYT productions, who will walk in front of each vehicle. The banksman will ensure the route is clear of hazards and will work with the driver to ensure suitable clearance of all buildings and plants. Pathway may be temporarily closed to pedestrian access if large amounts of vehicles are anticipated.			
Temporary Structures	All	Multiple Temporary Structures will be erected on event site.	4	2	8	All temporary structures provided by experienced and reliable contractors who will erect the structures with competent individuals, using correct PPE. Site-visits have taken place prior to get in to determine feasibility of structure. Supplier will provide sign off upon completion. Proof of suitable Public Liability Insurance and Risk Assessments will be provided. Area will be inaccessible to public during the erection and dismantling of temporary structures. Structures will be rated to withstand potential wind gusts in exposed locations. Maximum safe wind speed will be provided to Event Management upon erection of structures.	4	1	4
Working at Height	Crew, Contractors	Injury from falling from height	5	3	15	All working at height to be eliminated where reasonably practicable. All working at height to be undertaken using "The Work at Height Regulations 2005" and using safe practise. Any ladders or working platforms to confirm to LOLER. No persons will work at height alone.	5	1	5
Manual Handling	Crew, Contractors	Strains, sprains and other related injuries. Damage to infrastructure.	4	3	12	Only trained, competent Crew to be used by contractors and LYT Productions. Equipment appropriate to the task to be used. Trolleys available where possible. Ground conditions of MH route to be visually assessed prior to any MH.	4	2	8
Electrical Installations and Cables	All	Possibility of Electric Shock, Trips, Burns.	5	2	10	Use a reputable and competent person to install electrical equipment – i.e power distribution, stage, sound system. Power use will be planned for each area and include redundant power. Electrical equipment to comply with Electrical (Safety) Regulations 1994 Electrical portable equipment to be	5	1	5

						PAT tested within a year prior to the event date and certified as safe for use by a certified competent person. All cables used and connected to provide power supply to be RCD protected to withstand outdoor use in inclement weather. LYT Productions to oversee all electrical installations.			
Crowd Management inc. displaced public	All	Inappropriate behaviour in a public space. People under influence of alcohol/ substances. Southover Grange Park is located within a residential area.	3	3	9	Competent SIA qualified security presence inside the event. Event management and security to monitor visitors and public for signs of anti-social behaviours and drink / drug misuse. Call for assistance from Event Security team and Police, if required. Ensure Medics are on site to deal with any physical assaults. Create a family friendly environment with the atmosphere of the event. Alcohol will be served on site for attendees. Crew prohibited from drinking alcohol during or before work. Medical providers informed and trained to work with drug cases. All drugs to be confiscated on sight and users to be removed from the site and reported to authorities. Event Production trained in emergency crowd management. Crowd asked to leave quietly and respect neighbours of the venue.	3	2	9
Inclement or Extreme Weather including reduced visibility	All	Risk of medical incidents – hyperthermia, sunstroke, increased risk of slips	4	2	8	Monitor forecasts in days leading to event and constantly monitor during. Consider scaling back or cancelling event. Ensure suitable clothing worn by Crew– waterproofs, layers or sun block and hats. Water will be available for use. Weather contingency event schedule will be created.	4	1	4
Noise	All, including residents	Hearing damage. Upsetting residents.	4	2	8	Sound systems have been designed to not be a nuisance for the local community. Event Management will monitor the wind direction and advise audio technicians as appropriate. Loud noises will not be sustained and will not go above safe levels (132db). Immediate properties will be informed of event in advance and invited to attend.	4	1	4
Emergency Evacuation	All	Overcrowding, crushing, being trapped.	5	2	10	Site is on an open area within high walls. Capacity is monitored and only ticketed attendee's, crew and	5	1	5

						traders will be permitted entree. Site planned to ensure entrances and emergency exits are kept clear of obstructions. Stewards briefed on emergency evacuation procedures. All persons will be directed to nearest exit by Crew. Emergency messages will be delivered by event crew and stewards and via the PA system, which can be made loud enough to provide PA coverage of the event site.			
Medical Emergency	All	Risk of individuals unable to locate and receive needed medical attention	3	2	6	First Aider available during build/break. On Site medical team hired for event times to deal with on-site medical situations. Medical Crew to be located in visible location on site. Medical personnel to be in radio contact with Event Management in order to respond to emergency calls.	2	2	4
Natural Hazards located on or near to the site	All	Winterbourne Stream passes through site	5	2	10	Stream is protected by fences and warning signs. Dangerous areas will be out-of-bounds to attendee's and will be monitored by event security. Suitable lighting used to monitor.	5	1	5
Crewing	Crew, Contractors	Fatigue, stress, inability to respond adequately to situations.	3	3	9	Crewing to be scheduled to allow suitable breaks for all with adequate relief when needed. Toilets and Water provided plus private production space for break purposes.	3	1	3
Waste Storage	All	Multiple Recycling and General Waste Bins will be located around the Site.	3	2	6	Regular Patrols will be made by event crew to check the status of bins and empty regularly. Bins will be located in sheltered areas to minimise risk of being blown over. Larger Euro style bins will be located centrally to decant waste into until collection by Lewes District Council. Secure LDC Courtyard to be used as a secure storage location for waste until collection.	3	1	3
Intoxicated Persons	Attendees	Multiple areas where alcohol will be consumed	4	3	12	Security will monitor all persons on site and highlight those at particular risk of injuring themselves or others. traders are not to serve those who are obviously intoxicated. Medical Staff on site and prepared to deal with alcohol related injuries. Challenge 25 Policy in place with adequate signage.	4	2	8

Fire Risk Assessment

1. Ignition Sources

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Static Vehicle on Site (Contractors)	Vehicle Fire	All	4	2	8	Limited Vehicles access to site. Vehicles movements controlled by Production Management and to be escorted by a Banksman who will ensure that vehicles are parked in a location with sufficient space from any structure.	4	1	4
Electrical Equipment	Electrocution/ malfunction/ improper use / Electrical Fire	Crew, Contractors	4	2	8	Ensure that all electrical supply and distribution points for equipment are in good working order. All equipment to have been PAT tested within one year of use. Productions Management will complete and sign off all power runs and monitor power throughout the event. Restricted access to electrical equipment to trained personnel only. Stewards and personnel trained to recognise fire hazards. Ensure all Crew are aware of highlighting the correct responses. Provide adequate fire extinguishers (CO2) and fire blankets adjacent to equipment.	4	1	4
Electrical Supply	Electrocution/ burns/ electrical fire	Crew, Contractors	5	2	10	Restricted public access to power distribution. Only competent persons permitted in these areas where possible. Electrical supply to be monitored by Site Electrician.	5	1	5
Fire Bowl Flame	Fire/ Inhalation	All	4	4	16	Fire Bowl to be constantly monitored and maintained by production crew. Crew to be in radio contact with Productions Management. Fire Extinguisher located within reach of crew. Weather conditions monitored and fire extinguished if weather determinates.	4	2	8

Arson	Major Fire	All	5	2	10	Monitoring of whole site by Production Crew, Stewards and Security. Event team to prevent build-up of waste in vulnerable areas.	5	1	5
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2. Sources of Fuel

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Decorations	Fire	All	4	2	8	Decorations will be made with fire retardant materials. Suppliers to ensure all relevant fire retardant standards will be applied to all decorations. All decorations to be positioned away from likely sources of ignition.	4	1	4
Combustible waste	Fire	All	4	2	8	All refuse bins to be regularly checked and cleared as necessary by Production Crew. Bins to be positioned in areas sheltered from the wind.	4	1	4
Firewood Storage	Fire	All	4	2	8	Firewood to be stored in a secure area, away from all ignition sources.	4	1	4
Flammable liquid/spills	Fire	All	4	3	12	Any flammable liquids will be approved prior to bringing onto site. A record will be kept of these Liquids to be stored safely in Event Control including MSDS and COSHH Sheets as necessary. Event team to respond to any spillages, using sand as an absorbent. Event Control will contact ESFRS and the Environmental Agency if further assistance is required.	4	1	4

3. Fire Detection & Warning

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Fire developing unnoticed	Fire	All	5	2	10	All Crew, Stewards & venue staff to be briefed prior to the event. Regular patrols by Stewards and Event Crew. All Crew/Stewards to remain vigilant.	5	1	5
Failure to evacuate all persons in the event of a significant fire	Fire/Crushing	All	5	2	10	Event Management lead Evacuation Communications. Stewards and Crew, in key areas on site to be briefed on evacuation procedures, prior to the event. Event PA and Stewards will make evacuation announcement. Event Crew, Stewards & all other key event personnel to have full briefing of the evacuation procedures and be made aware of key areas of concern. All key Crew briefed of the development of any situation. Event PA's and Fire Alarm system may also to be used to alert members of the public. Emergency Response Team to be rapidly deployed to take control and manage any significant situations. Authorities to be contacted immediately.	5	1	5

4. Fire Fighting Equipment & Facilities

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Fire Extinguisher failing to perform	Fire	All	4	2	8	All extinguishers to be checked prior to event by supplier. Spot checks to be undertaken. Other extinguishers located within site.	4	1	4
Incorrect use of fire extinguishers.	Fire / Personal injury	All	5	2	10	Only Crew who have received training to use extinguisher, ensuring they are using the correct type of extinguisher for class of fire. Where possible no extinguishers to be used until Emergency Services are present. All extinguishers to be in Crew only areas.	5	1	5

Inadequate provisions of fire appliances and crews.	Fire	All	5	2	10	Fires requiring Emergency Services will be reported to Event Management. Event Crew & all other key event personnel to have full briefing of the all-emergency procedures.	5	1	5
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5. Escape Routes

Hazard Source	Hazard	Who is at Risk	Risk Index			Control Measures	Risk with Controls		
			S	L	R		S	L	R
Obstructions of emergency escape routes & exits	Fire / Crushing	All	5	2	10	All Crew briefed on emergency exit & escape routes prior to the event. Open nature of site means that alternative routes are always nearby.	5	1	5
Uncontrolled evacuation of area	Crushing / Tripping	All	5	2	10	Event Crew & Stewards to be fully briefed on all emergency and evacuation procedures. Adequate number of Crew and stewards recruited for the event. Event & Production Crew & Contractors to be fully briefed upon arrival including specific emergency procedures and site map. Productions Management to check throughout the day that Crew and Stewards are aware of the evacuation procedures in their area.	5	1	5
Members of the public unfamiliar with the site	Crushing / Tripping	All, including Public	5	2	5	Adequate Stewards at entrance to ensure that only ticket holders enter the site.	5	1	5
Vulnerable attendees	Crushing / Tripping / Separation of Groups	All	5	2	5	All Event Crew to be aware of any of the visitors requiring additional support during an evacuation. Production Management to provide personal for personal evacuation plans, if required.	5	1	5