

RISK ASSESSMENT

Swanage Folk Festival

Assessment carried out by Stephen Parker and considered by the festival committee at their meeting on the 22nd June 2019.

Introduction

The nature of our society is risk averse and litigious. Any accident or mishap is a potential claim against the Folk Festival.

Although this risk assessment identifies people who have a key role, ensuring safety is everyone's responsibility and therefore all committee members and stewards should be familiar with this risk assessment and play their part in ensuring that risk mitigation is applied successfully.

Whilst accidents do happen and we can never completely remove the possibility of something going wrong we can:

- try and understand what we do and how we do it (understand the risks)
- think what we can do to reduce these risks (be aware)
- make sure that if an accident happens we don't make it worse (know what to do)
- make sure that lessons are learnt and appropriate steps are taken to ensure that any issues are resolved and not repeated.

The festival has four main elements where the festival 'meets' people.

- On Sandpit Field
- At a concert or workshop
- Morris dancing or music sessions around the town
- During the dance procession

Sandpit Field

Description of activity: Public open space that is used over the weekend for a craft fair, festival information desk, bar and music marquee.

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
1	Danger of tripping by members of the public	<p>Ensure that all electrical cabling in public areas are dug in and securely covered.</p> <p>That any tent pegs or spikes are clearly marked and visible.</p> <p>Instructions will be given to stewards to monitor these risks and to undertake remedial actions as appropriate.</p>	<p>S Parker</p> <p>S Williams</p> <p>C Moore</p>
2	Safe distribution of electrical supplies to the marquees and around the field	<p>All electrical cabling to be tested as required</p> <p>Electrical cables should be dug into the ground and away from publicly accessible areas.</p> <p>Traders to be advised of the restricted supplies available to reduce overloading</p> <p>Where possible electrical supplies to the marquees to use separate cable extensions (bar, sound, lighting)</p> <p>Stage lighting and sound set up and operated by suitable professional contractor and personnel.</p> <p>All circuits to be protected by Residual Current Devices and with suitable overload protection.</p> <p>All electrical equipment to be protected from inclement weather.</p>	<p>S Parker</p> <p>S Williams</p>
3	<p>Actions of the craft fair traders</p> <p>Members of the public visiting the craft fair and craft traders</p>	<p>Traders should carry their own appropriate insurance cover</p> <p>Catering concessions should hold appropriate food hygiene and health certification</p> <p>Traders to operate from the marked areas and in a reasonable manner so as not to create a hazard.</p> <p>Ensure that outside caterers and other traders have proper controls in place when using gas appliances.</p>	S Williams

		<p>Any gas appliances must have been serviced in appropriate manner by a competent person.</p> <p>Catering gas cylinders must be situated at least 3m from the marquees.</p> <p>All trade vehicles to be safely parked away from public areas and any vehicle movements to be undertaken in a safe and controlled manner.</p>	
Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
4	Operation of the two marquees on Sandpit Field	<p>Marquees should be erected by competent people only.</p> <p>Each tent to have clearly marked exits (minimum 2) and adequate fire extinguishers (water and CO2)</p> <p>Each tent to be clearly zoned as no smoking areas with appropriate signage and sand buckets at all entrances.</p> <p>Exits to be kept clear of obstructions at all times.</p> <p>During workshops or concerts adequate stewarding to be present. Stewards to be given guidance on their role and responsibility over public safety.</p> <p>Electrical cabling to avoid public walkways or be appropriately covered or secured</p> <p>Appropriate lighting to be provided in and around the marquees.</p> <p>Fire exits to be clearly marked and sufficient stewards on duty during all events with emergency lighting.</p>	<p>S Parker</p> <p>S Williams</p> <p>C Moore</p>
5	Conflict between pedestrians and vehicles	<p>Vehicle access to site will be controlled at all time.</p> <p>Access routes for emergency vehicles to be maintained at all times.</p> <p>There will be a marked route for approved vehicle access onto the field</p> <p>Appropriate use of hazard lights when driving on field.</p> <p>Vehicles parked on the field to use oil drip trays.</p>	S Williams

6	Adverse weather conditions Members of the public, traders and performers using Sandpit Field	The main risk to the safe use of Sandpit Field is heavy and persistent rain. In the event of inclement weather strict control of vehicle access will be applied. Use of pedestrian matting on main walk routes if required	
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Pay Concerts and Workshops

Description of activity: Pay concerts will be held at:

Sandpit Field Marquee
 The Swanage School
 The Swanage Conservative Club
 Swanage Methodist Church

Workshops will be held at:

Sandpit Field Marquee
 St Edward's Catholic Church Hall
 Mowlem Committee Room

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
7	<p>Risks associated with groups of people in an enclosed space (public safety and control)</p> <p>Control of patrons who have purchased a ticket</p>	<p>Stewards to be clearly instructed as to their roles (see 4)</p> <p>Exits/gangways to be kept clear at all times.</p> <p>Fire exits to be clearly marked and illuminated signs to be used where required.</p> <p>Accesses to be controlled through a designated and manned entrance.</p> <p>Adequate precautions will be taken to ensure no build-up of rubbish and the marquees/rooms cleared of rubbish at the end of each event by stewards.</p> <p>Staging to be setup for the event by suitably qualified contractor or personnel.</p> <p>PA/lighting to be provided and set up by a suitably qualified contractor or personnel.</p> <p>Sound equipment to be erected by a competent person ensuring that it is fully secure.</p> <p>Noise levels to be adequately controlled and all concerts to end in accordance with the requirements of the local Authority (currently 11.00pm).</p>	<p>C Moore</p> <p>S Parker</p>

Morris dancing and other street performances.

Description of activity: Morris dancing and music in the street

Performances at Prince Albert Gardens, Wishing Well, Bandstand, Stone Quay and Commercial Lane

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
8	Risks associated with groups of people congregating to watch the dancing.	Dance spots chosen where space permits people to casually stop and observe the dancing without obstructing traffic and where there is sufficient space for dancers and audiences. All sides to have their own liability insurance and to take steps to ensure the safety of the public.	M Tyrer
9	Use of Appalachian dance floor.	Dance floor to be set up on a secure and level surface. Dance floor to be maintained in good condition and to be set up by competent people and securely strapped. Dance sides advised to bring their own non slip agent. Rain cover to be provided and used in the advent of inclement weather.	S Parker M Tyrer
10	Use of PA systems (Bandstand and Wishing Well)	PA systems to be set up in a safe manner by competent people. Ensure that cables are sited and marked if necessary to avoid possibilities of trips by the general public.	S Parker

Procession of Dancers

Description of activity: Procession of dancers from Prince Albert Gardens to the sea front.

Because of the nature of the procession which takes place on the public highway, the committee will ensure that all procedures laid down by the licensing authority, Dorset County Council will be followed and discussions will take place with the local police.

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
11	Participants in the procession from the movement of traffic.	<p>Advice from the local police to be sought and followed.</p> <p>Notification of the road closure to be undertaken as required by the road closure license once permission has been granted.</p> <p>Warning signage to go up before the event to notify the public of the event.</p> <p>Pre-closure setting out of traffic cones along Institute Road and Lower High Street to minimise on-street parking.</p> <p>Notices to be placed on car windscreens on the day where appropriate to give additional warning of restrictions in place.</p> <p>Local businesses notified of the road closures so that they can make alternative arrangements for deliveries.</p> <p>Ensure sufficient stewards and road marshals are involved in the road closures and that they are fully briefed in their role.</p> <p>Approved signage to be used to warn motorists of road closures and change of traffic flow as agreed in the application.</p> <p>Road Marshall to lead the procession and ensure it takes the agreed route and is free of moving traffic.</p> <p>Stewards to ensure that the roads are returned to normal in a safe and effective way once the procession is over and all temporary signage is removed.</p>	<p>M Tyrer</p> <p>G Stevenson</p> <p>M Piper</p> <p>S Parker</p>
12	General Public watching the procession	Ensure sufficient stewards in the procession to maintain a safe	C Moore

		<p>distance between the public and the procession.</p> <p>Where roads are subject to closure they will be manned by festival stewards who will be supplied with appropriate road signs and barriers.</p> <p>The rear marshal and stewards to ensure that the public have move off the road prior to the traffic flow being returned to normal. Rear marshal to ensure that the Shore Road barrier is closed and locked at the end of the procession.</p> <p>Ensure all road marshals and stewards are fully briefed in their role beforehand.</p>	<p>G Stevenson</p> <p>G Stevenson</p> <p>G Stevenson</p>
13	Emergency Services	<p>Emergency services to receive information on the road closure and the route involved prior to the event.</p> <p>Stewards and marshals to manage and control the procession and public in the event that the emergency service need to gain access along the procession route.</p> <p>All marshals and stewards to be briefed prior to procession.</p> <p>All dance sides to be briefed beforehand.</p>	<p>M Tyrer</p> <p>G Stevenson</p> <p>M Piper</p>

Fire Safety

It is important that both committee members and volunteers are confident in how to respond to a fire emergency should one arise. Advice has been sought from the local fire prevention officer to help identify and manage fire risks associated with the festival venues.

Under no circumstances should stewards attempt to tackle a major fire but should contact the fire brigade immediately.

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
14	Sandpit Field. Members of the public.	<p>Marquees:</p> <p>Each tent to have clearly marked fire exits and adequate fire extinguishers (water and CO2).</p> <p>Fire extinguisher training has been undertaken by festival organisers.</p> <p>Adequate precautions should be taken to ensure no build-up of rubbish in and around marquees.</p> <p>Exits to be kept clear of obstructions.</p> <p>Stewards to be on duty during all events.</p> <p>Stewards fully briefed in the location of fire equipment and what to do in the event of a fire including dialling 999.</p> <p>Emergency exits to be clearly marked and where appropriate illuminated.</p> <p>Designated Fire assembly point on field adjacent to Victoria Avenue (away from vehicle access point)</p> <p>On the Field:</p> <p>All stallholders to be made aware of their responsibilities to ensure fire safety.</p> <p>Where caterers are cooking using exposed flames within a tent or gazebo then these structures should be flame retardant and caterers should be able to show the appropriate certificates.</p> <p>Catering stalls should be a suitable distance from clothes stalls.</p> <p>Where generators are used, stallholders to take appropriate action</p>	<p>S Parker S Williams</p> <p>C Moore</p> <p>S Williams</p>

	<p>Swanage School Concert Audience</p>	<p>to ensure it is operated in a safe manner, ensuring adequate distance from tents etc. Fuel to be kept in an appropriate container in a safe place.</p> <p>Stalls should be sited so that there are sufficient breaks between groups of them to avoid the possibility of fire spreading.</p> <p>Stewards/Committee members to be trained in ensuring safe evacuation of Sandpit Field in the event of an emergency.</p> <p>Stewards working in other venues to familiarise themselves with fire escapes, extinguishers and any instructions in place in order to facilitate safe evacuation in the event of an emergency.</p> <p>Stewards to ensure they have a working mobile phone in order to call emergency services. A further phone will be available at the festival information desk in the event of a fire or other emergency.</p> <p>Stewards/Committee members will be supplied with radio handsets to enable communication with information tent in the event of any emergency or safety issue</p> <p>The School building to have clearly marked fire exits and adequate fire extinguishers (water and CO2).</p> <p>Adequate precautions should be taken to ensure no build-up of rubbish within the hall.</p> <p>Exits to be kept clear of obstructions.</p> <p>Stewards on duty during all events.</p> <p>Stewards fully briefed in the location of fire equipment and what to do in the event of a fire including dialling 999.</p> <p>Designated Fire assembly point in front of the school (High Street/Washpond Lane)</p>	<p>C Moore</p>
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First Aid:

Ref No	Hazard Identified. Who might be harmed and how?	Control measures to be put in place	Persons Responsible
15	Sandpit Field	<p>A first aid post will be set up and clearly marked at the Festival Field.</p> <p>A first aid kit to be kept at Information desk.</p> <p>A nominated first aider to be on duty on Sandpit Field.</p> <p>Stewards to be briefed on the location of the first aid post.</p> <p>A mobile phone to be available at the information tent in order to call an ambulance if required.</p> <p>A record will be kept of all persons requiring treatment.</p>	<p>S Williams</p> <p>Greg Bell</p> <p>C Moore</p> <p>Greg Bell</p> <p>Greg Bell</p>

CRB

Although we do provide children's events during the festival, parents retain responsibility for their children at all times. We do not, therefore, consider it necessary to carry out CRB checks on performers. However, should any allegation or complaint be made then we will ensure that an appropriate investigation is carried out by the appropriate authority.

Maintenance of this Risk Assessment

This Risk Assessment (RA) will be reviewed at least annually by the committee and formally approved at one of its meetings. All committee members will familiarise themselves with the contents of this RA and ensure that the relevant parts are made known to those people that they work with. Ensuring safety is everyone's responsibility and committee members especially are asked to intervene or seek help in situations that are seen to be hazardous. All accidents and near misses must be recorded and brought to the attention of the committee and appropriate steps taken to ensure improved safety for everyone. Over the weekend, a log will be kept at the information tent to record any such incidents.

The festival has subscribed to the health and safety purple guide.