

## Introduction

In running a public event we are legally and morally obliged to minimise the risk of any safety incidents. In our litigious society any accident or mishap is a potential claim against the Folk Festival.

**Ensuring safety is everyone's responsibility (committee, stewards and the public).** All committee members and stewards should be familiar with this risk assessment and play their part in ensuring that risk mitigation is applied successfully.

This risk assessment identifies the areas and activities where incidents could occur, as we can't completely remove the possibility of something going wrong. We should:

- 1• try to understand what we do and how we do it (understand the risks)
- 2• make plans to reduce these risks (be aware)
- 3• make sure that if an accident happens we don't make it worse (know what to do)
- 4• learn appropriate lessons and take appropriate steps to ensure that any issues are resolved and not repeated.

This risk assessment has a page for each major activity/ area we are engaged in, as some risks/ mitigations are different in different areas. There are pages for

- Sandpit Field
- The main marquee
- Concerts (around town)
- Workshops
- Craft fair
- Street dancing / busking
- The procession
- Ceilidh

Each area of the Festival has one person accountable for that area (see "What & Where"). That person is accountable for ensuring other people are completing their actions in that area.

## Communication of incidents and chain of command

It is vital that relevant support is obtained quickly in the event of an incident and that the incident is managed.

At all times a nominated committee member will be in charge of, and not leave, the field (this will normally be **Steve Williams**). This is the responsible person in case of an incident, who will take charge of the incident, ensure the appropriate authorities have been contacted, and coordinate our response.

If an incident occurs in a secondary venue (workshop, procession or ceilidh), the nominated person for that area will take charge of the incident, ensure the appropriate authorities have been contacted and contact the committee chair person.

**Workshops - nominated person is the Steward.**

**Ceilidh - Linda Collett.**

**Procession - Margaret Tyer**

## Swanage Folk Festival Risk assessment

A committee member will, at all times, be in charge of the main marquee and not leave it, ensuring a responsible person is available and present in case of incident or customer complaint. This person will take charge of the incident, (contact the appropriate authorities & Steve Williams) and the committee chair person.

Steve Williams is accountable for ensuring that field is set up properly; all committee members are responsible for ensuring it is used safely and in accordance with this risk assessment

All committee members carry mobile phones, spare phone battery, contact details for each other and the first aid tent. They've been trained in fire, terrorism and the contents of this risk assessment.

### **Care of children.**

Parent's retain responsibility for their children at the festival. At no time do we allow children to be left with ith stewards or committee members. Therefore we do not carry DBS checks. **We do need to ensure that all stewards are aware of this.** However should any allegation or complaint be made we will ensure an appropriate investigation is carried out by the appropriate authority.

### **Covid-19**

We will make an assessment closer to the time of the festival and take advice on what procedures are appropriate and relevant.

### **Incident and near miss log.**

Any accidents / incidents and any near misses will be logged in the weekend. This log will be reviewed and discussed at a committee meeting so we can learn and adapt procedures. **All stewards and committee members** are therefore asked to look out for near misses and ensure these are logged.

Swanage Folk Festival Risk assessment

	Fire	Traffic / pedestrian accident	Electric shock	Marquee collapse	Food poisoning	Explosion	Slips, trips, falls	Cuts & grazes	Burns / scalds	Confrontation	Other medical incident	Accountable
<b>What type of incident and where?</b>												
Field	H	L	H				M	M			M	Steve Williams
Marquee and bar	H		H	M	L		M	M		L	M	Greg Bell
Craft fair/ traders	H		H	M	M	H	M	M	M		M	Steve Williams
Workshop venues	H						M	M		L	M	Chris Moore
Other concert venues	H						M	M		L	M	Chris Moore
Procession		M					M	M			M	Margaret Tyrer
Dancing in the streets							M	M			M	Margaret Tyrer
Ceilidh	H	L					M	M		L	M	Linda Collett
Road closure		H					M	M		M	M	Linda Collett

This page shows the main risk areas, level of risk and committee member accountable for that area.

Swanage Folk Festival Risk assessment

	Fire	Terrorism	Traffic / pedestrian accident	Electric shock	Marquee collapse	Food poisoning	Explosion	Slips, trips, falls	Cuts & grazes	Burns / scalds	Confrontation	Other medical incident	Accountable
<b>Who could be affected, by what and where?</b>													
Field	Public, stewards, traders.	Public, stewards, traders.	Public, stewards, traders.	Public, stewards, traders.	Public, stewards, traders.			Public, stewards, traders.	Public, stewards, traders.			Public, stewards, traders.	Steve Williams
Marquee and bar	Public, stewards.	Public, stewards.		Bands, Stewards	Public, stewards.	Anybody		Anybody	Anybody		Public, stewards.	Anybody	Greg Bell
Craft fair/ traders	Public, stewards, traders.	Public, stewards, traders.		Public, stewards, traders.	Public, stewards, traders.	Public, stewards, traders.	Public, stewards, traders.	Anybody	Anybody	Visitors, traders		Anybody	Steve Williams
Workshop venues	Public, volunteers	Public, volunteers						Anybody	Anybody			Anybody	Chris Moore
Other concert venues	Public, stewards.	Public, stewards.						Public, stewards.	Public, stewards.			Public, stewards.	Chris Moore
Procession		Public, stewards, dancers.	Public, stewards, dancers.					Public, stewards, dancers.	Public, stewards, dancers.			Public, stewards, dancers.	Margaret Tyrer
Dancing in the streets								Public, stewards, dancers.	Public, stewards, dancers.			Public, stewards, dancers.	Margaret Tyrer
Ceilidh	Public, stewards.	Public, stewards.	Car park users					Public, stewards.	Public, stewards.		Stewards	Public, stewards.	Linda Collett
Road closure			Public, stewards.					Stewards.	Stewards.		Stewards	Stewards.	Linda Collett

## The Field

This is a public open space used over the weekend for a craft fair, festival information desk, traders bar and music marquee. There are about a thousand visitors each day walking around and no control over who can enter the field as it's a public area.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
F1	Fire	L	H		Adequate fire extinguishers (water and CO2) in each tent	Steve Williams	Stewards
					Each tent to have clearly marked exits (minimum 2)	Steve Williams	Stewards
					Fire exits to be regularly checked that they're clear	Chris Moore	Stewards
					Waste skips kept away from all tents and flammable material	Steve Williams	
					Waste bins regularly emptied Stewards to monitor activity	Chris Moore Chris Moore	Stewards Stewards
F2	Traffic / pedestrian accident	L	M	Control vehicle access. Only authorised vehicles allowed on field.	All vehicles to keep hazard flashers on and drive at walking pace. Pedestrians have right of way. All traders to be informed by <b>Steve Williams</b>	Steve Williams	Stewards Traders
F3	Electric shock	L	H		All electrical cabling tested as required	Steve Williams	Steve Williams Volunteers
					Electrical cables will be dug into the ground and away from publicly accessible areas.	Steve Williams	Steve Williams Volunteers
					Traders advised of the restricted supplies available to reduce overloading	Steve Williams	Traders
					Where possible electrical supplies to the marquees to use separate cable extensions (bar, sound, lighting)	Steve Williams	Steve Williams Volunteers
					All circuits protected by Residual Current Devices and with suitable overload protection.	Steve Williams	Steve Williams Volunteers
F4	Marquee collapse	L	M		All electrical equipment protected from inclement weather.	Steve Williams	Steve Williams Volunteers
					Erected by supplier (competent person)	Steve Williams	Camelot
F5	Slips, trips, falls	M	L		Electrical cables dug into the ground & away from public areas.	Steve Williams	Volunteers
					Tent pegs or spikes clearly marked & visible	Steve Williams	Volunteers
				<b>First Aider</b> on field when we're 'open' <b>Stewards</b> know how to raise first aid and secure the area until they're present. <b>Stewards</b> monitor for trip hazards.	Chris Moore	Stewards	

## The Field

This is a public open space used over the weekend for a craft fair, festival information desk, traders bar and music marquee. There are about a thousand visitors each day walking around and no control over who can enter the field as it's a public area.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
F6 Cuts and grazes	M	L		First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
F7 Other medical incident	M	L		First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	

**Marquee and bar.**

This is a tented area used by the public when admitted to listen to music and purchase/ consume alcohol. There are 400 seats, plus stage for performers and separate bar area.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
M1	Fire	L	H	Tent to be clearly signed as no smoking areas with sand buckets at all entrances.		Steve Williams	Stewards
				Stewards to monitor public activity, sp. Smoking, blocking aisles / exits and leaving packages unattended		Chris Moore	Stewards
				Adequate fire extinguishers (water and CO2) in each marquee		Steve Williams	Stewards
				Marquee to have 3 clearly marked exits (excl green room and bar). They should be 1.95 metre wide.		Steve Williams	Stewards
				Fire exits to be regularly checked that they're clear, <b>on both sides, and left untied</b>	Main entrance to be fully open at all times when tent in use.	Chris Moore	Stewards
					Stewards trained in fire drill	Chris Moore	Stewards
				Main aisle to be clear at all times			
		Marquee hired from reputable company and have a proven fire performance rating					
		A committee member on duty in tent at all times to take charge of safety, the public and assigned stewards.		Jon Baker	Committee	Stewards	
M2	Electric shock	L	H	All electrical cabling tested as required		Steve Williams	Steve Williams Volunteers
				Installation of sound and lighting equipment by competent people only.		Steve Williams	Sound engineers
				All circuits protected by Residual Current Devices and with suitable overload protection.		Steve Williams	Sound engineers
M3	Marquee collapse	L	M	Erected by supplier (competent person)		Steve Williams	Camelot
M4	Food poisoning	L	M	Beer, wine and snack freshly purchased from reputable suppliers		Sandi Williams	Sandi Williams
M6	Slips, trips, falls	M	L	Area to be kept as clear with <b>stewards</b> monitoring for trip hazards		Chris Moore	Stewards
				Chairs to be kept tidily in rows when not in use		Chris Moore	Stewards

**Marquee and bar.**

This is a tented area used by the public when admitted to listen to music and purchase/ consume alcohol. There are 400 seats, plus stage for performers and separate bar area.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
				<b>First Aider</b> on field when we're 'open' <b>Stewards</b> know how to raise first aid and secure the area until they're present.	Chris Moore	Stewards	
M7	Cuts and grazes	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
M8	Other medical incident	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	



**Craft fair and traders vans**

A tented area used by the public to browse the craft fair (no electricity or gas). Also traders vans in the field serving food (use propane gas and electricity).  
Public access to the field and craft fair is unlimited.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
T1	Fire	L	H	Adequate fire extinguishers (water and CO2) in the tent	Steve Williams		Stewards
				Permanently open entrance / exit 1.95m minimum width.	Steve Williams		Stewards
				Tent to be clearly signed as a no smoking areas with sand buckets at the entrance.	Steve Williams		Stewards
				Fire exits to be regularly checked that they're clear	Steve Williams		
				Marquee hired from reputable company and have proven fire performance rating	Steve Williams		
				Traders aware of fire drill	Steve Williams	Steve Williams	Traders
T2	Electric shock	L	H	All traders to confirm their vans / trailers are safe	Steve Williams		Traders
				All traders using electric from field to ensure their cables are inaccessible	Steve Williams		Traders
				All circuits protected by Residual Current Devices and with suitable overload protection.	Steve Williams		Traders
T3	Marquee collapse	L	M	Erected by supplier (competent person)	Steve Williams		Camelot
T4	Food poisoning	L	M	We only invite reputable traders, with suitable insurance and food standards ratings.	Steve Williams		Traders
T5	Slips, trips, falls	M	L	Area to be kept as clear and regular monitoring for trip hazards	Steve Williams	Steve Williams	Traders
				<b>First Aider</b> on field when we're 'open' <b>Traders</b> know how to raise first aid	Steve Williams		Traders
T6	Cuts and grazes	M	L	<b>First Aider</b> on field when we're 'open' <b>Traders</b> know how to raise first aid	Steve Williams		Traders
T7	Other medical incident	M	L	<b>First Aider</b> on field when we're 'open' <b>Traders</b> know how to raise first aid	Steve Williams		Traders
T8	Cuts and grazes	M	L	<b>First Aider</b> on field when we're 'open' <b>Traders</b> know how to raise first aid	Steve Williams		Traders

## Workshops

Various third party venues (hired) around town that the public can attend. Each venue is monitored by a steward when in use, stewards also control entry to the venue

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed	
W1	Fire	L	H		Check that venues have sufficient fire protection when we book them.	Matt Piper	Matt Piper	
					Check that venues have sufficient fire protection when each <b>steward</b> arrives	Chris Moore	Stewards	
					Check each <b>steward</b> knows the fire escape procdures for the venue on arrival.	Chris Moore	Stewards	
					Fire exits to be regularly checked that they're clear	Chris Moore	Stewards	
					Stewards to monitor activity to reduce fire risk	Chris Moore	Stewards	
W2	Slips, trips, falls	M	L		Venue to be kept as clear with <b>stewards</b> monitoring for trip hazards	Chris Moore	Stewards	
					Check booking conditions for who is due to provide First aid kit (and first aider) in the venue	Matt Piper	Matt Piper	Chris Moore
					<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
W3	Cuts and grazes	M	L		<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
W4	Other medical incident	M	L		<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
W5	Confrontation	L	L		Ensure booking terms and conditions are clear on website (main point of sale)	Jon Baker	Stewards	
					Ensure booking terms and conditions are clear in ticket office	Greg Bell	Stewards	
					<b>Stewards</b> know how to get support from committee and when to request it.	Chris Moore	Stewards	
				A <b>committee member</b> to always be available to visit and support stewards	Jon Baker	Stewards		

## Concerts

Various third party venues (hired) around town. Public admission is by ticket only. Stewards monitor the venue when in use and public entry to the venue.  
Example venues are conservative club, church hall, mowlem community room.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
C1	Fire	L	H	Check venues have sufficient fire protection when we book them.	Matt Piper		
				Check that venues have sufficient fire protection when each <b>steward</b> arrives	Chris Moore	Stewards	
				Check each <b>steward</b> knows the fire escape procedures for the venue on arrival.	Chris Moore	Stewards	
				Fire exits to be regularly checked that they're clear	Chris Moore	Stewards	
			Stewards to monitor activity to reduce fire risk		Chris Moore	Stewards	
C2	Slips, trips, falls	M	L	Venue to be kept as clear with <b>stewards</b> monitoring for trip hazards	Chris Moore	Stewards	
				Check booking conditions for who is due to provide First aid kit (and first aider) in the venue	Matt Piper	Matt Piper	Chris Moore
				<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
C3	Cuts and grazes	M	L	<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
C4	Other medical incident	M	L	<b>Stewards</b> know how to get first aider and secure the area until they're present.	Chris Moore	Stewards	
C5	Confrontation	L	L	Ensure booking terms and conditions are clear on website (main point of sale)	Jon Baker	Stewards	Stewards
				Ensure booking terms and conditions are clear at entry.	Chris Moore	Stewards	
				<b>Stewards</b> know how to get support from committee and when to request it.	Chris Moore	Stewards	
				A <b>committee member</b> to always be available to visit and support stewards	Jon Baker	Stewards	

**Procession**

Dancers process along shore road (closed to traffic), open access to the public.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
P1	Traffic / pedestrian accident	L	M	Road is closed from 8:00 until after 16:00		Linda Collett	Stewards
				Stewards onsite trained to monitor any traffic movement and stop any vehicle movement	Chris Moore	Stewards	
P2	Slips, trips, falls	M	L	Dancers all briefed to monitor where they're dancing.		Margaret Tyrer	Dancers
				Stewards to monitor area for trip hazards and remove where possible		Chris Moore	Stewards
				<b>First Aider</b> on field when we're 'open' <b>Stewards</b> know how to raise first aid and secure the area until they're present.	Chris Moore	Stewards	
P3	Cuts and grazes	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
P4	Other medical incident	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	

**Dancing in the streets**

Various locations in town where dance groups dance while observed by the public (who have open access).

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
D1	Traffic / pedestrian accident	L	M	Dancing only takes place on road, when it's closed	Linda Collett	Stewards	
				Stewards on site to monitor any traffic movement and stop the cars	Chris Moore	Stewards	Dancers
D2	Slips, trips, falls	M	L	Dancers all briefed to monitor where they're dancing.	Margaret Tyrer		Dancers
				Stewards to monitor area for trip hazards and remove where possible	Chris Moore	Stewards	
				<b>First Aider</b> on field when we're 'open' <b>Stewards and dance sides</b> know how to raise first aid and secure the area until they're present.			
				<b>Dance sides</b> know how to raise first aid and secure the area until they're present.	Margaret Tyrer	Dance Sides	
D3	Cuts and grazes	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
D4	Other medical incident	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	

**Ceilidh**

A ticketed event for about 100 members of the public who are dancing. Alcohol and snacks are on sale. We hire the Swanage school hall and car park for this event.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
K1	Fire	L	H	Check that venues have sufficient fire protection when we book them.	Matt Piper		Stewards
				Check that venues have sufficient fire protection when each <b>steward</b> arrives	Chris Moore	Stewards	
				Check each <b>steward</b> knows the fire escape procdures for the venue on arrival.	Chris Moore	Stewards	
				Stewards to monitor activity	Chris Moore	Stewards	
				Fire exits to be regularly checked that they're clear	Chris Moore	Stewards	
K2	Traffic / pedestrian accident	L	M	Hi viz worn by all stewards in car park Parking SLOW signs	Linda Collett	Stewards	Guests
K3	Electric shock	L	H	Check booking conditions for wiring standards when we book.	Matt Piper	Matt Piper	Linda Collett
				Check all electric cabling taped out of the way before public access the venue.	Linda Collett	???	
K4	Slips, trips, falls	M	L	Check all electric cabling taped out of the way before public access the venue.	Linda Collett	Volunteers	
				<b>First Aider</b> on field when we're 'open' <b>Stewards</b> know how to raise first aid and secure the area until they're present. <b>Stewards</b> monitor for trip hazards.	Chris Moore	Stewards	
K5	Cuts and grazes	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
K6	Other medical incident	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards	
K7	Confrontation	L	L	Ensure booking terms and conditions are clear on website (main point of sale)	Jon Baker	Stewards	Stewards
				Ensure booking terms and conditions are clear at entry.	Linda Collett	Stewards	

**Ceilidh**

A ticketed event for about 100 members of the public who are dancing. Alcohol and snacks are on sale. We hire the Swanage school hall and car park for this event.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed
				<p><b>Stewards</b> know how to get support from committee and when to request it.</p> <p>A <b>committee member</b> to always be available to visit and support stewards</p>	<p>Chris Moore</p> <p>Jon Baker</p>	<p>Stewards</p> <p>Stewards</p>	

## Road closure

During Saturday we close Shore road to vehicles. Each access point is monitored by stewards for the duration of the time when the road is closed.

Issues	Likelihood	Severity	Actions to Prevent / Reduce	Mitigations	Accountable	Responsible	Informed	
R1	Traffic / pedestrian accident	L	M	Clear barriers		Chris Moore	Stewards	
				Hi Viz worn at all times		Chris Moore	Stewards	
				<b>Stewards</b> trained not to be on "open" part of the road unless needed and safe to do so	<b>Stewards</b> at barriers to stop car drivers getting through.	Chris Moore	Stewards	
R2	Slips trips and falls			<b>First Aider</b> on field when we're 'open' <b>Stewards</b> know how to raise first aid and secure the area until they're present. <b>Stewards</b> monitor for trip hazards.	Chris Moore	Stewards		
R3	Cuts and grazes	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards		
R4	Other medical incident	M	L	First Aider on field at all times we're 'open'. <b>Stewards</b> know how to raise first aid and secure the area until they're present	Chris Moore	Stewards		
				Our legal right to close the road to be clearly displayed at every barrier	Chris Moore	Stewards		
R5	Confrontation	L	L	Advance notice of closures to be posted		Linda Collett	Linda Collett	Stewards
					<b>Stewards</b> know how to get support from committee and when to request it.	Chris Moore	Stewards	
					A <b>committee member</b> to always be available to visit and support stewards	Chris Moore	Stewards	