

## SOLIHULL MBC HEALTH & SAFETY RISK ASSESSMENT

**ACTIVITY / AREA COVERED BY THIS ASSESSMENT:** St Alphege Fayre, St Alphege Church and High Street, Solihull. Saturday 18 April, 11.00am – 3.00pm. An event which has taken place each year since its reinstatement in 1998, to commemorate St Alphege, who was martyred after refusing to allow local people to raise a ransom for his release of £3,000. The event features medieval themed entertainment, a George and Dragon stilt walker, musicians, a re-enactment group and a procession. The Mayor will be attending and the event coincides with the Fine and Local Food Fayre.

**DIRECTORATE / DIVISION / SECTION:.**

Impact/severity	High	6	7	9
	Med	3	5	8
	Low	1	2	4
		Low	Med	High
Likelihood				

Hazard	Persons at Risk	Risk Description	Gross / Initial risk		Risk Level	Current Mitigating Action (Existing Controls /Precautions)	Net risk		Risk Level	Owner
			Likelihood	Impact/Severity			Likelihood	Impact/Severity		
Slips, trips and falls	Louise, Entertainment and members of the public	Injury due to equipment not being positions correctly/safety	Low	Low	Green	Use hazard tape, signage where necessary. Louise to make regular visual checks for rubbish and potential trip hazard. Louise will carry out final checks prior to the event.	Low	Low	Green	Louise Morley
Lone working and Assault, physical or verbal abuse	Louise	Verbal or physical assault, slips, trips, falls. Unable to call for help.	Low	Med	Amber	Call team. Panic button e.g. mobile phone call team members, All team members have mobile phones. SMBC member to brief staff and stall holders prior to event starting. Event organiser (Louise) has contact numbers for all event entertainers and suppliers, as well as main contact from St Alphege Church.	Low	Med	Amber	Louise Morley
Fire	Louise , Entertainment and members of the public	Fire emergency resulting in death or serious injury from burns. Visitors are unaware of the correct action to take in the event of a fire	Low	High	Red	SMBC member of staff around at all times. All entertainers briefed on evacuation process.	Med	Med	Amber	Louise Morley
Wet and Stormy weather	Louise , Entertainment and members of the public	Server weather strong wind danger to public if equipment could get blown over.	Low	Low	Green	Review weather on the day. Event cancelled if necessary.	Low	Low	Green	Louise Morley
Overcrowding	Louise, Entertainment and members of the public	Open air event in the middle of the centre. Access open and clear at all times Clear spacing between each	Low	Low	Green	Emergency / contact details used in event of incident or accident. Contact Police.	Low	Low	Green	Louise Morley

		attraction.								
Injury arising from activities of 3 <sup>rd</sup> parties e.g. entertainers	Members of the public especially children	Possible skin, eye irritation from use of face paints. Collapse, fall and injury from rides. Cuts from craft activities.	Low	Med	Amber	All entertainment agencies provide relevant paperwork such as public liability insurance, risk assessments, electrical test certification and hygiene certificates. Possibly COSHH assessment.	Low	Low	Green	Louise Morley
Lost children & Safeguarding	Children and vulnerable adults	Children may become separated from parents/guardians, leading to distress and safe guarding issues.	Low	Low	Green	Signage to state 'Children must be accompanied by adult at all times'. Louise trained in basic safeguarding. Central location for lost children (SMBC craft activity marquee). Police to be called before handing over any children to parent / guardian.	Low	Low	Green	Louise Morley
Manual Handling	All staff	Marquees, tables, chairs and other heavy event equipment. Risk of minor injuries, such as strains.	Low	Medium	Green	<ul style="list-style-type: none"> <li>- All staff trained in manual handling and trained in how to set up the marquee</li> <li>- Break down equipment where necessary to make it lighter</li> <li>- Work in teams to carry larger objects, such as marquees and large tables</li> <li>- Staff to assist event organiser in transporting event equipment to and from site and in setting up / taking down equipment.</li> </ul>	Low	Low	Green	Louise Morley
Craft Activities	All	Use of equipment for craft activities could lead to injury.	Low	Low	Green	<ul style="list-style-type: none"> <li>- Event supplier to supervise attendees at all times when undertaking craft activities.</li> <li>- Safety scissors to be provided for children</li> <li>- Craft activity provider to use any staplers or other equipment which could injure children.</li> <li>- Children to be accompanied by an adult at all times.</li> <li>- First aid kit to be provided on site.</li> </ul>	Low	Low	Green	Louise Morley
Assault – physical and verbal abuse	All	Verbal or physical abuse towards event staff.	Low	Medium	Amber	<ul style="list-style-type: none"> <li>- Lone working avoided by staff working together where possible, not left isolated from other event staff.</li> <li>- Staff to have a fully charged mobile phone at all times</li> <li>- Contact the Police if event staff deem it to be necessary.</li> </ul>	Low	Low	Green	Louise Morley

Antisocial Behaviour	All	Members of the public displays antisocial behaviour towards members of the public could put staff at risk of injury.	Low	Medium	Green	<ul style="list-style-type: none"> <li>- Fully charged mobile phones to be carried by all event staff</li> <li>- At least two staff to work together at all times so no staff left alone.</li> <li>- In the event of any disturbance, event staff to liaise with the Police and take appropriate action to minimise risk to themselves, event visitors, contractors and members of the public.</li> <li>- Contingency plans to be agreed before the event date and implemented if deemed to be necessary on the day.</li> </ul>	Low	Low	Green	Louise Morley
Covid-19	All	Large groups of people congregating at the event could lead to the transmission / spread of the Covid-19 virus, potentially resulting in illness of varying degrees of severity or in some cases, death.	Medium	High	Red	<ul style="list-style-type: none"> <li>- Hand sanitiser to be available at event.</li> <li>- All event staff and visitors to be encouraged to take regular lateral flow tests and not to attend in the event of a positive test.</li> <li>- Government and public health advice around isolating to be followed if a member of event staff or visitor's households have tested positive for Covid.</li> <li>- Event publicity should request that anyone displaying symptoms of Covid-19 should not attend the event.</li> <li>- Anyone taken ill during the event should leave site immediately.</li> <li>- Contact details to be taken for all groups to enable Test and Trace to be carried out if necessary.</li> <li>- QR codes to be available at key points on route (e.g. shops) so that participants can 'check in' using the NHS Covid app.</li> <li>- Any payments required should be contactless wherever possible.</li> <li>- In locations where it is difficult to socially distance, additional measures to be taken, e.g. 1m+ distance, wearing of face masks, etc.</li> <li>- Any music at event to be played at low volume to enable participants to speak normally</li> </ul>	Low	Medium	Green	Event organiser

						<p>without having to shout or raise their voices, which carries an extra risk of the virus being transmitted.</p> <ul style="list-style-type: none"> <li>- Regular cleaning to be carried out as appropriate for any items or surfaces e.g. payment machines, tables, etc. which are used by various staff / visitors.</li> </ul>				
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**ASSESSED BY (PRINT)**

**SIGNED**

**DATE ASSESSED**

**MANAGER (PRINT)**

**SIGNED**

**DATE**