

Northwold & Whittington Parish Council Risk Assessment

Risk Assessment Name & No.:	Recreation Ground	Risk Assessment No.:	NWPC-RA-004-001
Risk Assessment Title:	Events incorporating Martyn's Law	Revision No.:	01

Specific Location of Event:	Within the boundaries of the recreation ground	Anticipated Date of Event:	
Scope & Description of the Event:			
Risk Assessment Completed by:	Name: Stephen Lawrence	Signed:	Date: 04/09/2025
Risk Assessment Reviewed by:	Name: Lucian D'Arco	Signed:	Date: 08/09/2025

Likelihood Rating Key:		Severity Rating Key:		Likelihood Rating	Severity Rating					
					5	4	3	2	1	
5	Very Likely	5	Catastrophic - Death		5	25	20	15	10	5
4	Likely	4	Major – Hospital Attendance		4	20	16	12	8	4
3	Fairly Likely	3	Moderate – Hospital Outpatients		3	15	12	9	6	3
2	Unlikely	2	Minor Injury - Requires First Aid		2	10	8	6	4	2
1	Very Unlikely	1	Insignificant – No Injury		1	5	4	3	2	1
Residual Risk Rating Matrix Key:										
12 – 25:	Unacceptable level of risk. Risk level MUST be reduced. Operations WILL NOT proceed until the level of risk is reduced to an acceptable level. Requirements for the assessment need to be reviewed and alternative methodologies investigated where risk cannot be reduced to an acceptable level.									
5 – 11:	Risks acceptable where principles of prevention have been applied and control measures implemented to reduce risk so far as is reasonably practicable. Activity, operation or hazard must be managed and supervised to ensure continued effectiveness and compliance with the control measures.									
1 – 4:	Acceptable level of risk. Risk associated with the hazard is considered to be of an acceptable level. Continual reviews to confirm hazards and risks remain adequately controlled.									

Document Number: NWPC-RA-004-001	Northwold & Whittington Parish Council	Date: 04/09/2025
Completed by: Stephen Lawrence	AIOSH Member: 244082	Revision Date: 04/03/2026

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1. Hazard Description	2. Person(s) at risk	3. Control Measures	4-6. Initial Risk			7. Additional Control Measures	8. Person(s) Responsible	9 – 11 Residual Rating		
			L	S	IRR			L	S	RRR
Venue and Site	Organisers Stall Holders Contractors General Public	Organisers and responsible designated persons to establish that the site is clear of all debris and litter before the event commences. Organisers and responsible designated persons to ensure any animal faeces to be cleared and removed from the site. Organisers and responsible designated persons to ensure site boundaries are free from items which has the potential to cause harm to the general public. Organisers and responsible designated persons to ensure that items of medically syringes are removed from the area and disposed in the correct sharp's containers.	3	4	12	Organisers to establish litter picker group to carry out clearance of event site. Appropriate PPE to be issued to litter pickers. PPE to include coveralls, gloves and FFP3 masks. In addition to debris, faeces, and syringe removal, organisers must ensure a licensed hazardous waste contractor collects any sharps. Sharps bins should be pre-positioned at defined locations. Any medically syringes found are to be reported to the Health and Safety Advisor for NWPC and further reported to the Borough Council.	Organisers	2	2	4
Management of Safety and Responsibilities	Organisers Stall Holders Contractors Volunteers General Public	Produce a safety policy statement that describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. Dynamic Risk Assessment to be produced and submitted to NWPC Health and Safety Advisor 14 days prior to the event. Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). Hire equipment for the event from an outside body or organisation (e.g. inflatables) it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event. A safety management team should be formed to put the actions outlined in any safety policy into practice. Two to three people would be sufficient for a small event. A list of site safety rules should be drawn up and distributed to all workers or helpers who need to be aware of safety procedures.	3	3	9	Safety management team size must be scaled proportionately to anticipated attendance. For reference, apply a steward ratio of 1:250 attendees minimum. Responsibilities must be communicated in pre-event briefings and held in hard copy onsite. Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.	Organisers	1	2	2
Physical Hazards present on venue site	Organisers Stall Holders Contractors Volunteers General Public	Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event. Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include: ▪ Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) ▪ Highway or roadside areas without vehicle segregation (fencing) ▪ Steep, slippery or unstable ground (including those with holes or excavations)	3	3	9	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Organisers	2	2	4

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Slips, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	Organisers Stall Holders Contractors Volunteers General Public	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998) Risk Assessment carried out as per CDM Regulations 2015	3	4	12	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Organisers	2	2	4
Crowd Safety and Management	Organisers Stall Holders Contractors Volunteers General Public	Consideration for anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. For small events there should be at least two toilets. Organisers Risk Assessment to cater for public toilets and have a duty cleaner on site at all times. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)	4	3	12	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. Ensure that checks are made of all fire and emergency facilities and that: • All exits are unlocked; • Escape routes are clear; • Emergency lighting works; • Fire-fighting equipment and alarms are in full working order; • A PA system for use in emergencies can be heard clearly in all parts of the venue. Toilet provision to follow Event Safety Guide (HSG195) ratios: 1 per 75 females 1 per 400 males + urinals Ensure stewarding provision includes both numerical adequacy and effective communication systems.	Organisers	3	2	6

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Fire Safety	Organisers Stall Holders Contractors Volunteers General Public	Organiser to nominate a named 'responsible person' and carry out a fire risk assessment in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005. The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event. Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.	4	5	20	Inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the event. Provide agency staff with appropriate instructions and relevant information about the risks to them. The risk assessment should pay particular consideration to the implications of the venue design, and the handling and storage of flammable substances and materials, and other sources of ignition such as pyrotechnics and fireworks. It should also consider people particularly at risk such as those unfamiliar with the site, lone workers, unaccompanied children and young persons and those with a disability. All temporary structures (e.g., marquees, stalls) must carry fire-retardant certification (BS EN 13782). Introduce fire break spacing between structures where practicable. For further information please refer to the Fire Guidance for Events, available at: http://www.communities.gov.uk/publication/s/fire/firesafetyassessment	Organisers	2	3	6
Manual Handling	Organisers Stall Holders Contractors Volunteers	Organisers of the event to ensure manual handling practices are carried out. Individual task specific risk assessment to be carried out by competent person with volunteers and stall holders receiving the appropriate training in safe manual handling. Appropriate measures are in place to reduce risk factors that contribute to the risk of back injury. These risk factors include excessive force or load weight, awkward posture and poor housekeeping or a work environment with limited space or access	3	3	9	Organisers of the event to monitor during event.	Organisers Stall Holders Contractors Volunteers	2	2	4

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Medical Emergency and First Aid	Organisers Stall Holders Contractors Volunteers General Public	First Aid Risk Assessment to completed detailing findings when it is completed. Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). For small events this "should never be less than two first aiders, to allow for contingencies". Ensure that first aid provision is clearly signposted at the event. Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. Details of Defibrillator access codes to be made available to the event organisers. Defibrillator to be checked to ensure compliance with batteries and pads in date 14 days prior to event taking place. Catastrophic bleed First Aid Kit to be held with normal First Aid St John Ambulance to be consulted on arrangements Considerations to add Trauma packs (PACT) to first aid provisions.	3	4	12	Training records to be held with event organisers and copies sent to the NWPC for retention. Minimum 3-day First Aid at Work to be held by First Aiders. At least one first aider should hold trauma management training (catastrophic bleed, AED, CPR). Confirm liaison with local hospital services prior to event. AED and catastrophic bleed kits to be checked and signed off within 14 days of event.	Organisers	3	2	6
Vehicle Movements	Organisers Stall Holders Contractors Volunteers General Public	Vehicle movements onto the recreation ground during an organised event shall be marshalled into the designated area by a recognised traffic marshaller. Persons to be trained in traffic marshal Risk assessment to be carried out by the event organiser prior to the event being held and risk assessment sent to the Health and Safety Advisor of NWPC 14 days in advance. Vehicle barriers to be locked during any planned event and keys held by the event organisers. No vehicle movements to take place during the planned events. Maximum speed limit on the recreation ground is 5 mph. In the event of emergency vehicles attending event onto the recreation ground, the organisers are to marshal a clear access to the emergency.	4	4	16	Organisers to be trained in traffic marshal Organisers to have a means of communication with other members of the event team. Dynamic risk assessment to be carried out by event organisers Drills to be carried out by event organisers prior to the event being held. Define and maintain a dedicated emergency vehicle route, segregated from pedestrian zones, throughout the event. Traffic marshals to be briefed and tested prior to event commencement.	Organisers Stall Holders Contractors Volunteers	2	3	6
Moving Parts of Machinery	Stall Holders Contractors Volunteers General Public	Where vehicles are in motion or static, additional safety barriers are to be erected to ensure that no other unauthorised persons can access the area. Warning signs are to be erected and clearly displayed Supervision is to be in attendance at all times with additional numbers required if more than one vehicle is being moved. Traffic Marshals to be in attendance	5	5	25	Organisers to be trained in traffic marshal Organisers to have a means of communication with other members of the event team. Dynamic risk assessment to be carried out by event organisers Drills to be carried out by event organisers prior to the event being held. In addition to supervision, install physical barriers (e.g., Heras or crowd barriers) around any machinery or moving vehicles.	Organisers Stall Holders Contractors Volunteers	3	3	9

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Electrical Safety and electrical failure	Stall Holders	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the PIPA industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person)	4	4	16	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements. Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects. All temporary electrical supplies to be protected by Residual Current Devices (RCDs). Visual inspections to be recorded before use.	Organisers	3	3	9
	Contractors						Stall Holders			
	Volunteers						Contractors			
	General Public						Volunteers			
Noise	Stall Holders	Public announcement systems are not to exceed the stated 85db. Speakers are to face away from adjacent housing. Vehicle noise to be kept to a minimum. Residents are to be consulted on events to be held with letter drops taking place prior event taking place.	3	4	12	Noise levels to be monitored PA systems capped at 85 dB. Staff and stewards positioned near loudspeakers to be provided with hearing protection and dosimetry monitoring if exposure may exceed safe levels.	Organisers	2	2	4
	Contractors						Stall Holders			
	Volunteers						Contractors			
	General Public						Volunteers			
Food and Drink Safety	Stall Holders	Portable food outlets are to be licensed to trade at the event and to produce the relevant documentation including insurances, to the organiser 14 days before the event. All portable food outlets are to produce a food risk rating certification to the organiser 14 days before the event. Alcohol consumption is only allowed if the correct licence has been obtained and produced to NWPC 14 days prior to the event. Any generators for portable food outlets are to have the required PAT test certification Portable food outlets are to supply their own waste containers and are responsible for removing their own waste	4	4	16	Spot checks are to be carried out by the event organisers on the day of the event. Any stall holder not complying with the SSOW as directed by NWPC are to cease trading and removed from the event. Organisers must audit stallholders' food hygiene ratings. Allergen management compliance must be logged and available for inspection.	Organisers	2	2	4
	Contractors						Stall Holders			
	Volunteers						Contractors			
	General Public									
Children and Young Persons	Contractors	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	3	3	9	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment. Appoint a Designated Safeguarding Lead (DSL) with escalation pathway for safeguarding concerns.	Organisers	2	2	4
	Volunteers									
	General Public									
	Children									
	Young Persons									

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Inclement and adverse Weather	Organisers Stall Holders Contractors Volunteers General Public	Monitor local weather reports prior to event day and plan accordingly. Sunscreen available from welfare kit for the public Shaded areas to be made available. Weather monitored in the preceding weeks, site managed to prevent damage to ground. Temporary structures must be dismantled or taken out of service if wind gusts exceed 24 mph, unless engineered to higher specification. Weather monitoring duties to be assigned to a named organiser.	3	2	6	Event staff to monitor site conditions, and to have authority to stop activities on site in the event of severe weather constituting a risk to health and safety of those on site until conditions improve. Ensure supply of water/bottled water available at Information Point/Event control. In case of hot weather. Make regular announcements on PA about applying sun block/screen especially for children. Ensuring employees are checked whilst working in extreme or prolonged situations & have adequate breaks. Removal of persons affected by extremes of weather.	Organisers Stall Holders Contractors Volunteers	3	1	3
Disabled Persons	General Public Children Disabled Persons	Facilities are to be made accessible for persons who have a known disability. Adequate welfare provisions are to be made available with the correct signage displayed The provision of a quiet room is to be made available for persons who suffer from ADHD and other ailments. Carers are to be made clearly visible by the means of appropriate Hi Viz clothing. Access points are to be made for wheel chair and mobility users with the ramp being 1:6 ratio. Flat level hardstanding access paths are to be installed wherever practicable.	3	3	9	Organisers and volunteers are to ensure the additional safety and wellbeing for disabled and other mobility users. Organisers are to check on these persons periodically during the event. Include Personal Emergency Evacuation Plans (PEEPs) for disabled attendees and volunteers. Evacuation equipment (e.g., evac-chairs) to be identified where routes involve stairs/ramps.	Organisers	2	2	4
Waste Management and Disposal	Organisers Stall Holders Contractors Volunteers General Public	Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information). The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate. Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event. Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)	3	3	9	Ensure that special attention is made to areas such as: ▪ Approach to the event (e.g. surrounding streets and/or land) ▪ Entrances and exits ▪ Arenas and stages ▪ First aid areas ▪ Catering areas	Organisers	2	2	4

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Natural Hazards including dangerous plant cuts, Wasp and Bee stings	Organisers Stall Holders Contractors Volunteers General Public	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Employees/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.	3	2	6	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction	Organisers	1	2	2
Public Disorder E.g. Violence, Aggressive or antisocial behaviour	Members of Public Employees Volunteers Contractors	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Security staff employed to observe crowd behaviours. No alcohol allowed /drinks not served to people obviously under the influence. No glass at the event.	3	3	9	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans. Implement a proportionate search procedure (bag checks, random screening) agreed with police. Publish list of prohibited items in advance communications.	Organisers	2	2	4
Physical Hazards present at site E.g. Drowning in river, falling down steep slope or rabbit hole	Members of Public Employees Volunteers Contractors	Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event. Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include: ▪ Anywhere within unguarded access to deep or fast flowing water (e.g. rivers) ▪ Highway or roadside areas without vehicle segregation (fencing) ▪ Steep, slippery or unstable ground (including those with holes or excavations)	3	3	9	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Organisers	2	2	4

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Practical Emergency Planning	Organisers Stall Holders Contractors Volunteers General Public	Warning people of an attack can save lives by alerting them to the danger and directing them towards safety. Things to consider include: In the event of an attack, what actions will be taken to communicate with people on your premises rapidly? Include information about any available communication systems Lockdown procedures by locking doors or other barriers to prevent access to part or all of a site or building. Lockdown aims to reduce the immediate threat of harm by delaying attackers and preventing people from inadvertently putting themselves into the path of danger	4	4	16	To be aware of the provisions of the Public Order Act 1986. Give the police advance notice of the date, time and venue/route of a procession; changes to these details without updating the police or other involved agencies; or failure to comply with changes, conditions or prohibitions set by the police may constitute criminal offences. Conduct a tabletop emergency planning exercise or drill within 7 days prior to event. Ensure staff/volunteers complete ACT Awareness e-learning (NaCTSO).	Organisers	2	4	8
Emergency Services attending event	Organisers Stall Holders Contractors Volunteers General Public	Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services. Things to consider include: - How will you ensure all relevant workers understand how to contact the police? Include how and when you will brief relevant workers on what to say to the police. The safety of the caller is a priority. - Display posters of the appropriate material that summarises emergency contact numbers and the information the police need to know in the event of a terrorist incident. - Ensure someone is assigned to meet and brief the first responders on arrival.	4	4	16	Integrate your plans with local authority and emergency service protocols. Register council-managed events with the local Safety Advisory Group (SAG) where applicable. Participate in community resilience forums or emergency planning exercises. Assign a liaison officer to meet emergency responders and provide site briefing.	Organisers	2	4	8