



BB&O Area of NAFAS - RISK ASSESSMENT

Date assessed: 19/11/2022

Assessor name: Sally Hardy

Event: Deck the Halls Flower Festival

Assessor signature: *Sally Hardy*

Venue: The Falkland Islands Memorial Chapel, Pangbourne College, Reading, Berkshire, RG8 8LA

Date of event: 24/11/2022 - 28/11/2022

Severity	Likelihood				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Moderate	3	6	9	12	15
Major	4	8	12	16	20
Catastrophic	5	10	15	20	25

Risk	Action
1- 6 Low Risk	No injury, minimal impact.
7 – 10 Moderate	Implement control measures or further control measures, where possible, to reduce risk rating to as low as is reasonably practicable. Minor injury or illness, requiring minor intervention.
11 – 15 High Risk	Consider stopping activity, or implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately. Moderate injury requiring professional intervention.
16 – 25 Very High Risk	Major injury leading to long-term incapacity/disability. Activity should not be commenced until the risks can be lowered through further control measures and if they can't then activity must not take place at all.

Additional comments:

- Copy of BB&O Insurance to be displayed.
- Committee, stewards and exhibitors to be aware of Risk Assessment to reduce potential risks.

Activity	Hazards Identified	Persons at Risk	Actions to be Taken to Minimize each Risk	Risk Factor
<i>What is taking place as part of the event?</i>	<i>What can cause harm?</i>	<i>Who could be harmed?</i>	<i>What action can you take to lower the level of risk</i>	<i>Risk after action taken to minimize</i>
Fire	Restricted egress for all on-site personnel in times of evacuation. Risk of Serious injury, permanent disability or death by fire, trampling/crushing. Smoke Inhalation.	Exhibitors Visitors Venue staff Organisers Stewards	All Fire aisles and gangways to be clearly marked and kept clear at all times. Vehicles not to restrict fire exit routes. Ensure that exhibitors know the locations of fire fighting equipment. All exhibitors must be fully briefed on fire evacuation procedures. Pre- start briefing for all exhibitors prior to the opening to visitors.	10
Slip, trips & falls	Wet or uneven surfaces. Loose flooring. Mud, ice & snow. Poor Lighting Levels. Training cables. Walking up or down the steps between floors.	Exhibitors Visitors Venue staff Organisers Stewards	Appropriate floor signage (E.g. wet floor) when wet cleaning is in process. All spillages cleaned up immediately, avoid using a wet cleaning method to avoid spread of the spillages potentially causing the surface to become a hazard. Trailing wires and cables will be kept to a minimum, any cables to be taped down securely to prevent hazard. All work materials and equipment not in use will be stored away. Lighting failures are reported to the venue management. Salt supplies are readily available for application to icy paths and roadways. Rubbish and waste materials are removed regularly. Walking with large loads is kept to a minimum.	5
Catering	Scalds. Cuts from broken crockery/glass. Contamination.	Exhibitors Visitors Venue staff Organisers Stewards	Hygiene regulations to be followed rigidly. Spills are cleaned immediately. Extreme caution taken when using hot water. First aid kit located at donations table near to exhibit 30. Regular hand washing for staff.	6
Visitor movement	Overcrowding. Crushing. Bottleneck of visitors. Steps to dais/altar area and in balcony area.	Exhibitors Visitors Venue staff Organisers Stewards	Ensure all visitors follow laid out route, the floor plan has been designed to maximise aisle widths to avoid overcrowding. Suitable space around the stands and feature areas. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to monitor the exhibition areas. Stewards to encourage visitors to move on in overcrowded areas and inform organisers if this becomes a problem. All to obey instructions given by the organiser or venue staff, to help control traffic and pedestrian flows. Visitors to access venue through front main entrance during event. Use the floor plan to highlight key areas of interest and to aid movement around the venue, such as one way system, exhibitor stand locations & entrance and exit points. Organisers to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue.	3
Designs/stands	Falling over. Build/breakdown.	Exhibitors Visitors Venue staff Organisers Stewards	All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. Exhibitors to ensure their design/stand remains within their designated area. No touching policy in place for all designs.	4

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Illness/injury	Person requiring medical assistance. Lack of knowledge of location of medical equipment.	Exhibitors Visitors Venue staff Organisers Stewards	Any injury or illness should be reported to the donations table near to exhibit 30. Call 999 for severe/serious illnesses/injuries. Automated External Defibrillator (AED) is located opposite the chapel on the wall outside the main entrance of the school. 999 operator will be able to advise of access code.	5
Evacuation	Lack of knowledge of fire exit locations. Lack of knowledge of muster point. Slip, trips & falls. Panic. Confusion.	Exhibitors Visitors Venue staff Organisers Stewards	Fire Exits on Balcony at Altar end - "Fire Exit Only" signs to be pulled off. Assembly point is near the tennis courts on the way out of the school premises. Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. Evacuation plan to be known by organisers and communicated to exhibitors. Organisers to provide exhibitors, and visitors with relevant evacuation procedure, including fire assembly point. Exhibitors and visitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. Ensure all gangways and emergency exits are kept clear. All emergency exits maintained and kept clear for the duration of the event. Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space.	5
Vehicles/traffic	Any on site vehicular movement causing collisions with pedestrians. Car park traffic arriving/leaving colliding with pedestrians.	Exhibitors Visitors Venue staff Organisers Stewards	Parking arrangements for exhibitors to be communicated in advance. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile' and 'switch off before you drive off'. Vehicles to stick to designated roadways and parking areas only. Pedestrians to stick to designated walkways and take extra care when moving to and from vehicles and the venue.	9
Weather conditions	Weather – Hot, Cold, Windy, Wet, Icy, Snowy. Slips, Trips, Falls. Heat exhaustion.	Exhibitors Visitors Venue staff Organisers Stewards	Organisers to ensure venue staff are aware of any distribution of grit required during icy conditions. Appropriate clothing to be worn according to weather conditions, suitable sturdy footwear to be worn at all times. Ensure access to adequate water supplies to avoid dehydration. Ensure chapel temperature is maintained at an appropriate level.	4
Electricity connections	Injuries could range from minor cuts and bruises through to serious injuries or death through electrocution.	Exhibitors Visitors Venue staff Organisers Stewards	Exhibitors to only use electrical supplies/sockets supplied by the venue staff. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.	5

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Manual handling	Sprains and Strains. due to poor lifting techniques. Back injuries. Cuts and bruises owing to loads slipping or being dropped.	Exhibitors Visitors Venue staff Organisers Stewards	All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. Work is planned in order to minimise the need for manual handling. Safe manual handling techniques are practiced. Manual handling aids (sack-barrows, pallet trucks etc.) are used where practical . Two-person lifts are used where appropriate. All items bought in manageable quantities. All working areas free from the accumulation of waste or other materials and substances.	5
Hanging designs	Falling. Serious injury.	Exhibitors Visitors Venue staff Organisers Stewards	All hanging/high designs will have a minimum of two securing methods. No touching policy in place for all designs. Exhibitors & organisers to monitor and enforce no touching policy.	5
Children on site	Risk of serious injury or death from any one of the onsite hazards described herein.	Exhibitors Visitors Venue staff Organisers Stewards	Ensure that all have prior knowledge that children (classified for the purpose of this risk assessment, as under the age of 18), will not be allowed on site during the build-up or pull out periods.	4
Terrorist activity, threat or attack	Panic or anxiety caused by physical terrorist attack or the act of threat by force or gesture by enemies both domestic and foreign, due to the current UK terrorist threat level.	Exhibitors Visitors Venue staff Organisers Stewards	Threat to this event is low, with the current UK threat level at substantial. Necessary liaison with local authority and Police will be undertaken by BB&O management.	5