

<b>Risk Assessment</b>		<b>Assessment date 20<sup>th</sup> December 2022</b>		
<b>The Touchbase Festival 2023</b>				
<b>Assessed by:</b> Andrew Collins <b>Position(s):</b> Festival Management <b>Date:</b> 20 <sup>th</sup> December 2022		<b>1<sup>st</sup> Assessment Review</b> <b>Date:</b> <span style="float: right;"><b>Initial:</b></span>		
		<b>2<sup>nd</sup> Assessment Review</b> <b>Date:</b> <span style="float: right;"><b>Initial:</b></span>		
<b>Contractors At Touchbase</b> This Document will be distributed to each party		<b>SIA Security – Regency Security</b> <b>Staging, AV &amp; Power – Eclipse Sound and Light</b> <b>First Aid – Pro Event Medical</b> <b>Toilets – Norfolk Showground</b>		
<b>Policies and Procedures already in place:</b> Event Management Plan for Touchbase Festival				
<b>Remember: The legal requirement is to remove or if not reduce the risk to as low as reasonably practicable</b>				
<b>Hazards</b>	<b>Consequences</b>	<b>Who might be harmed</b>	<b>What are you already doing to control the risk</b>	<b>Who is Responsible</b>
<b>Access and egress of vehicles to/from The Site</b> <b>Dereham Road</b>	Impact injuries Collision	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• All Staff to be briefed as soon as they arrive on site.</li> <li>• Event Staff and contractor vehicles are only allowed in the event site during build and breakdown.</li> <li>• Contractor/Event Staff vehicle advised to travel at max speed of 10mph and engage hazard lights.</li> <li>• Gates Locked to Vehicles whilst event is operating. Access via nominated person</li> <li>• Public vehicles directed away from the area to car park.</li> </ul>	Require monitoring on site by Event Safety Manager and security/Event Staff.

<p><b>Alcohol, drugs</b> – contractors working at height, drivers, stewards, and marshals under the influence</p>	<p>Incapacitation leading to:</p> <ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Impact injuries</li> <li>• Falling objects</li> </ul>	<p>The event Staff and Contractors</p>	<ul style="list-style-type: none"> <li>• Management and Event Safety Manager to monitor for signs of drug use or incapacitation from alcohol</li> <li>• Eclipse Staff policy of not drinking whilst on duty during build up and breakdown</li> </ul>	<p>Monitor onsite</p>
<p><b>Animals (Dogs) on site</b></p>	<p>Bite injuries Uncontrolled dogs may enter Event site causing vehicle collisions</p>	<p>The event Staff Contractors</p>	<ul style="list-style-type: none"> <li>• As the events are held in public areas it is possible that dogs may inadvertently stray into the event site during build/breakdown</li> <li>• Security, event safety manager, contractors, and event staff to remain vigilant.</li> </ul>	<p>Security, Safety Event Manager, contractors, Event staff to monitor</p>
<p><b>Catering</b> Food Poisoning or Contamination Hyper-allergic reaction e.g. Nuts Scalds from hot water</p>	<p>Illness, vomiting, death Anaphylactic shock, fits, seizure, death Burns/scalds</p>	<p>The Event Staff Contractors General Public</p>	<ul style="list-style-type: none"> <li>• Food Hygiene Regulations Apply. Competent and experienced event caterer appointed. Operate under strict regulations and may be subject to audit via venue council officials. All catering outlets to ensure appropriate holders/lids/sleeves etc provided for hot drinks to avoid spillages.</li> <li>• Adequate temporary supplies for electrical power and water/waste provided</li> </ul>	<p>Require monitoring onsite by Safety Event Manager</p>
<p><b>Compressed Gases</b> including LPG</p>	<p>Unconfined vapor cloud explosion/boiling liquid expanding vapor explosion, very serious injury from fire, burns, damage to property. Projectiles from exploding gas containers causing injury and damage</p>	<p>The Event Staff Contractors General Public</p>	<ul style="list-style-type: none"> <li>• All canisters to locked away to prevent public access</li> <li>• No additional supplies to be kept onsite.</li> <li>• All connections to be checked.</li> </ul>	<p>Require monitoring Onsite by Safety Event Manager</p>

<b>Dehydration &amp; Exhaustion</b>	Illness, vomiting	The Event Staff, Contractors and General Public	<ul style="list-style-type: none"> <li>• Drinks available to all event staff and contractors. If any feel unwell then they must attend first aid and the Safety Event Manager to be informed.</li> <li>• Sufficient rest and food/drink breaks are scheduled during the day.</li> <li>• All security / Event Staff to monitor crowds for signs of distress and act accordingly.</li> <li>• Drinks vendors and first aid station located within the Event Site.</li> </ul>	Active monitoring by Security.
<b>Electrical</b> (e.g. AV/Public Address System)	Electric shock and fire from fault conditions	The Event Staff Contractors	<ul style="list-style-type: none"> <li>• Electrical supply via diesel generator</li> <li>• Generator to be segregated 1.2m from general access</li> <li>• Appropriate fire extinguisher in area</li> <li>• All electric connections to be inspected by contractor.</li> <li>• All electrical equipment to be in good working order PAT certificates supplied before use</li> <li>• AV contractor to provide RA</li> </ul>	Require monitoring onsite by Safety Event Manager
<b>Evacuation</b>	Panic, falls, crushing	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Emergency procedure briefed to all staff, contractors.</li> <li>• For further detail please refer to the Event Management Plan</li> </ul>	Actions within Event Management Plan
<b>Fire</b>	Burns, smoke inhalation, fatality		<ul style="list-style-type: none"> <li>• See fire risk assessment in EMP 2</li> </ul>	
<b>Falling Barriers</b>	Impact injuries	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Barrier contractor and event staff to make sure all barriers are fixed and locked in place only light weight barriers to be used</li> <li>• Security, safety stewards and marshals to be briefed and made aware of possible dangers.</li> <li>• Perpendicular or V bracing to be used in windy conditions.</li> </ul>	Active monitoring onsite by Safety Event Manager, Event Staff and barrier contractor

<b>Hazardous Substances</b>	Acute effects of noxious fumes, irritation to eyes and lungs Burns to skin etc.	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Contractors required to declare if they are using hazardous substances and submit COSHH assessment. No hazardous materials are expected onsite.</li> </ul>	Require monitoring Onsite by Safety Event Manager
<b>Lifting (Mechanical)</b>	Collapse of vehicle mounted cranes during barrier unloading  Dropped load causing damage and injury  Unauthorised use of lifting equipment	The Event Staff Contractors	<ul style="list-style-type: none"> <li>Competent and approved lifting contractor appointed to ensure compliance with LOLER</li> <li>The use of vehicle mounted 'HIAB' type cranes and self-drive lifting equipment and de-mountable forklift trucks can only be operated by the approved lifting contractor.</li> <li>Risk assessment obtained from barrier contractor</li> <li>Cranes and all lifting equipment/accessories must be secured when not in use to prevent unauthorised use and damage</li> <li>Areas of heavy lifting to be taped off by contractor</li> </ul>	Active monitoring onsite by Safety Event Manager and lifting contractor
<b>Manual Handling</b> - carrying, lifting, pulling, pushing heavy loads	Injury from dropped loads Muscular/skeletal problems	The Event Staff Contractors	<ul style="list-style-type: none"> <li>Vehicle marshalling to ensure vehicles unload as close to drop area as possible</li> <li>The Event Staff have been briefed in manual handling operations</li> <li>Event Safety Manager to monitor for unsafe practices</li> <li>Safety footwear advised</li> </ul>	Active monitoring onsite by Safety Event Manager
<b>Medical emergency</b>	Injuries from accidents Illness e.g. heart condition, shock, fainting, intoxication, heat stress/dehydration	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Medics are contactable by radio. First aid is located within the festival site.</li> <li>All injuries/incidents MUST be reported to Event Control.</li> </ul>	Safety Event Manager to routinely check with first aid contractor if anyone has been treated by them. Obtain copy of documentation and investigate if necessary.

<p><b>Objects falling from height</b> e.g. lights from lighting rig and other loose objects</p>	<p>Head injuries/impact injuries</p>	<p>Stage Build crew Contractors</p>	<ul style="list-style-type: none"> <li>• Stage Build team are to ensure that a safety zone is created and controlled to keep pedestrians away from the build</li> <li>• Competent riggers to ensure all fixtures in accordance with LOLER</li> <li>• Tools at height are to be kept on lanyards</li> <li>• Hard Hats to be worn by stage build crew and all other staff entering the stage construction area.</li> </ul>	<p>Monitor onsite by Safety Event Manager</p>
<p><b>Overcrowding in Event Site</b></p>	<p>Crush injuries</p>	<p>The event Staff Customer</p>	<ul style="list-style-type: none"> <li>• Event is ticketed.</li> <li>• Security to manage and help the dispersal of pinch points.</li> </ul>	<p>Active monitoring onsite by Safety Event Manager, Event staff and security.</p>
<p><b>Signage/ branding boards blowing over or fixture failure</b></p>	<p>Impact injuries</p>	<p>The Event Staff Contractors General Public</p>	<ul style="list-style-type: none"> <li>• Signs and branding boards must be secure so that they cannot be blown over or dislodged. Additional weights or fixing (cable ties) will be used, if required, to secure all signage/branding boards.</li> </ul>	<p>Regular monitoring by Safety Event Manager and Branding team to ensure that sign/boards have not been displaced or tampered with.</p>
<p><b>Slips trips and falls</b> (cables, equipment, potholes, trees or shrubbery etc.)</p>	<p>Breaks, bruising</p>	<p>The Event Staff Contractors General Public</p>	<ul style="list-style-type: none"> <li>• All foreseeable slip and trips in walkway areas to be filled if possible. Areas of concern to be highlighted with signage.</li> <li>• General husbandry of site area ensure all equipment is placed away and does not create a trip hazard</li> <li>• Maximum use of pre-positioned rubbish bins to prevent buildup of rubbish</li> <li>• Event Safety Manager to inspect the site before build to identify area of concern</li> <li>• The Event Staff to wear non-slip safety shoes.</li> <li>• Contractors advised to wear non-slip safety shoes.</li> <li>• If required, additional temporary lighting to be installed during build phase to ensure safe working environment.</li> </ul>	<p>Monitor onsite by Safety Event Manager, Event staff and Security.</p>

<b>Public address system failure</b>	No means of conveying safety messages	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Security, First Aid, and Event Staff management will all be on radio to relay emergency messages</li> <li>• Mobile contact list to be compiled.</li> </ul>	Monitor onsite by Safety Event Manager and PA contractor
<b>Temporary Toilets</b>	Hygiene Slips, trips, falls	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Toilet properly installed</li> <li>• Onsite maintenance when in use to ensure kept stocked.</li> <li>• Gully sucked regularly to minimize buildup of waste.</li> <li>• Toilet blocks rented from competent and experienced contractor.</li> </ul>	Monitor onsite by Safety Event Manager and Toilet contractor
<b>Trailing cables</b>	Slips trips and falls on level surface Cuts to cable exposing live ends could result in electric shock and fires	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Cables are not permitted to trail across paths. Use cordless tools if available.</li> <li>• Electric cables expose to moving vehicles and plant to be armored.</li> <li>• All AV cables to be covered by "cable ramps" in pedestrian access areas</li> <li>• AV contractor and Event Safety Manager to monitor</li> </ul>	Monitor onsite by Safety Event Manager
<b>Trespass and unauthorized access</b>	Injury from lack of awareness of risks	The Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• SIA security and event staff to monitor</li> </ul>	SIA security and Event staff to monitor
<b>Waste build up</b>	Fire risk Slips trips falls on level surface Health hazard	The Event Staff Contractors	<ul style="list-style-type: none"> <li>• Event staff to monitor area and clear buildup of waste</li> </ul>	Monitor onsite by The Event staff
<b>Weather conditions</b>			<ul style="list-style-type: none"> <li>• Please refer to "Adverse weather plan"</li> </ul>	

<p><b>Working at heights</b></p>	<p>Death/very serious injury from falls from heights Death/very serious injury from objects falling from height</p>	<p>Stage crew</p>	<ul style="list-style-type: none"> <li>• Correct PPE is to be worn at all times whilst on site including hard hats. Helmets and Arrest Harness with correct attachments to be used.</li> <li>• Ladders also available. Only to be used for short duration work.</li> <li>• Any object being carried above head height is to have an arrest sling and be securely hoisted into position.</li> <li>• Equipment checked annually for defects and by user before each use.</li> <li>• Staff to be trained in safe use of arrest harnesses and working at heights, as well as the use of ladders.</li> </ul>	<p>Monitor onsite by Event Safety Manager</p>
<p><b>Young Persons</b></p>	<p>Lower perception of risk</p>	<p>The Event Staff</p>	<ul style="list-style-type: none"> <li>• The event Staff and official contractors advised to monitor young staff as they have a lower perception of risk.</li> <li>• Adequate training to be given</li> </ul>	<p>Monitor onsite by Event Safety Manager, The Event staff and Security.</p>