

St Pauls Tavern Street Festival RISK ASSESSMENT

Company Name: St Pauls Tavern	Location: 59 St Pauls Road Cheltenham	Risk to be assessed: Outdoor Live Music Charity Day
Assessment undertaken by: Nichola Morrison Mundip Muddhar		Assessment no: 4
Assessment date: 13/07/2015		Reassessment date: 15/07/2015

1. PERSONS AT RISK					
<i>Include all persons who may be at risk. Do forget to include persons who may have access out of normal working hours.</i>					
Bar staff	<input type="checkbox"/>	Production staff	<input type="checkbox"/>	Maintenance staff	<input type="checkbox"/>
Cleaning staff	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Contractors	<input type="checkbox"/>
Expectant/Nursing mothers	<input type="checkbox"/>	Young Persons	<input type="checkbox"/>		
Detail: Members of the public visiting the event Staff working through the day to ensure safety of public					

2. NATURE OF HAZARD

A hazard is anything with the potential to cause harm. Examples of different types of hazards are: chemical, mechanical, environmental, ergonomic, electrical etc. Specify the type of hazard and identify what it is that creates the hazard. Ignore existing controls/measures & identify all significant hazards present.

Hazard	Hazard Type	Hazard source
1	Installation / Construction of Stage/Bar/Marquee	There is a risk of accident during the movement, construction and installation of stage, marquees and mobile bar - Potential for Slip Trip & Falls - manual handling Incidents
2	Trip Hazard	There is a risk of accident during the movement, construction and installation of stage, sound equipment, marquees and mobile bar - Slip, trip and Fall
3	Access to equipment	An accident may be caused by participants attempting to rush access to equipment or the designated signing on area in an inappropriate manner.
4	Weather Conditions	Inclement weather has the potential to make all areas and points of sale hazardous due to slippery surfaces. Hot conditions could be potential to public and staff.
5	Environment / General Public	There is a risk of Incident or injury due to the Increased volume of people present in an active environment as a result of overcrowding.
6	Legal Requirements	An Incident may be caused by participants being under the influence of alcohol, or by being unaware fully of the, activity, and or the potential consequences, in which they are attending.
7	Noise Level	There is potential, when using amplified noise outside, that the level may be too high/loud and could cause and environmental nuisance, disturbance and/or irritate to customers, staff and residents in local area.
8	Road Closure	Failure to warn public / vehicle traffic of road closure - Vehicle / Pedestrian Incident
9	Sound equipment	Installation of outdoor sound equipment - Electrical supply, weather conditions (Wet) IP66 / 65 rated electrical equipment - Electrical Incident
10	First Aid on site	Trained First Aider on Site in the event of Slip Trip Fall, Alcohol consumption, glass ware
11	Glasses	Drinks served in glasses. If dropped, could cause members of the public and staff injuries
12	Beer Barrels / Gas bottles	Staff or members of the public risk injury from explosion due to over-pressurization of beer pumps systems or faulty or damaged cylinders
13	Theft of robbery and violence	Staff or members of the public at risk from threats, assaults and abuse

3. ASSESSMENT OF RISK

Determine the inherent risk from direct exposure to the hazard(s) without control measures in place i.e. - likelihood of occurrence and severity of exposure.

Risk Grading: (1 - 3 = Trivial), (4 - 5 = Moderate), (6 - 8 = Tolerable), (8 - 12 = Substantial), (13 - 25 = Intolerable)

Hazard	Hazard Type	Likelihood of exposure					Severity of exposure					Risk Rating	Risk Grading
		Unlikely = 1	Possible = 2	Even Chance = 3	Highly Likely = 4	Definate = 5	Unlikely = 1	Possible = 2	Even Chance = 3	Highly Likely = 4	Definate = 5		
1	Installation / Construction of Stage/Bar/Marquee		2				1					3	Trivial
2	Trip Hazard		2				1					3	Trivial
3	Access to equipment		2					2				4	Moderate
4	Weather Conditions			3					3			6	Tolerable
5	Environment / General Public					5		2				7	Tolerable
6	Legal Requirements		2					2				4	Moderate
7	Noise Level					5		2				7	Tolerable
8	Road Closure					5				5		10	Substantial
9	Sound equipment		2							5		7	Tolerable
10	First Aid on site		2					2				4	Moderate
11	Glasses					5				5		10	Substantial
12	Beer Barrels / Gas bottles			3					3			6	Tolerable
13	Theft of robbery and violence			3					3			6	Tolerable

4. EXISTING CONTROLS

Detail or refer to the defined controls in place to protect the persons identified as at risk in section 2, from the hazards identified in section 1. Control measures include machinery guarding, interlocks, local exhaust ventilation, personal protective equipment etc. Note PPE should only be used as a temporary measure or as a last resort. Include details of training and maintenance arrangements where applicable.

Hazard	Hazard Type	Existing Controls
1	Installation / Construction of Stage/Bar/Marquee	All equipment installed by experienced trained staff using appropriate methods and safety equipment where required. The crew will conduct a pre use check and inspect all equipment prior to first public admission. Hazard warning tape will be used if required on equipment. All equipment and machinery will be removed post event by the same team of experienced staff. Additional information in section 6 and 7
2	Trip Hazard	All public areas under our control will be inspected before public access is granted and all trip hazards will be removed or clearly marked throughout the event. Bins are provided around the event, staff also to ensure rubbish is placed in the bins during the event.
3	Access to equipment	All machinery and serving areas will be under the supervision or control of St Pauls Tavern staff at all times.
4	Weather Conditions	All equipment and machinery is secured and weather proofed throughout the event. Marques's are secured via railings and weights due to wind or rain or sun. In case of hot conditions, squash cordial drinks are free as required.
5	Environment / General Public	We have a minimum of 2 security supervisors (SIA approved), trained event staff, professional musicians and a qualified sound engineer (name to be confirmed) on site throughout the event - Maximum 499 persons on site at any one time - Numbers will be monitored by security staff.
6	Legal Requirements	Public consumption of alcohol is constantly and consistently monitored, under 18's are to be with appropriate adult at all times until 19.30hrs. Use and/or sale of illegal substances will not be tolerated and we will not hesitate to call the police to attend.
7	Noise Level	Rig (sound equipment) has an output of 3.1kw. The decibel limit will be restricted to a maximum of 70dba (approx 15dba under the safety requirement), Checks are made from the immediate areas to within the vicinity of four streets away, at the start of each band, and every 30 mins there after throughout the event. Safety ear plugs are also provided to all free of charge.
8	Road Closure	Safety fencing, road cones and road closed signs sourced from local hire company to highlight closed road. Leaflets put through neighbours letterbox / or handed to inform them of upcoming event. Pavement access will not be closed off.
9	Sound equipment	Company employed to supply, setup at the beginning, monitor and remove equipment at the end of the event. By using an company all health and safety is adhered to. All equipment secured before the start of the event and checked to see no movement has occurred. All cable(s) are secured and marked out to prevent any danger to the public and event staff.
10	First Aid on site	First Aider to be on site all day (Mundip Muddhar). Monitor of the public and event staff health throughout the day, offering free soft drinks if required. Emergency services to be contacted if required by First Aider and explaining the situation
11	Glasses	All drinks to be served in plastics glasses. No glassware will be used during the event.
12	Beer Barrels / Gas bottles	Equipment checked on a daily basis, any issues with the equipment is reported to the management and dealt with immediately. Only trained staff to change barrels / gas bottles. Members of public blocked off from area, barrels and gas stored in cellar under pub.
13	Theft of robbery and violence	2 Security guards on site from start of the event to the end and members of staff. Management to keep cash low in the tills at all times, by placing monies in the safe. To which only 2 people have access too.

5. ASSESSMENT OF RISK WITH CURRENT CONTROLS

Evaluate the effectiveness of current controls detailed in section 4

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1	Installation / Construction of Stage/Bar/Marquee	1					1					2	Trivial
2	Trip Hazard	1					1					2	Trivial
3	Access to equipment		2					2				4	Moderate
4	Weather Conditions		2					2				4	Tolerable
5	Environment / General Public			3				2				5	Tolerable
6	Legal Requirements		2					2				4	Moderate
7	Noise Level					5	1					6	Tolerable
8	Road Closure					5				5		10	Substantial
9	Sound equipment		2				1					3	Trivial
10	First Aid on site		2					2				4	Trivial
11	Glasses	1					1					2	Trivial
12	Beer Barrels / Gas bottles	2						2				4	Trivial
13	Theft of robbery and violence		2					2				4	Trivial

6. EXISTING CONTROLS - Marquee

Detail or refer to the defined controls in place to protect the persons identified as at risk in section 2, from the hazards identified in section 1. Control measures include machinery guarding, interlocks, local exhaust ventilation, personal

protective equipment etc. Note PPE should only be used as a temporary measure or as a last resort. Include details of training and maintenance arrangements where applicable.

Hazard	Hazard Type	Existing Controls
1	Erection / dismantle of marquee	Marquees are owned by Nichola Morrison from St Paul's Tavern. Erection of marquees will be over seen by Nichola Morrison and Mundip Muddhar, who will be following the manufacturing direction. The marquees will be seated on the road (tarmac) and pavement within the closed off area of Hanover Street. No sides panels will be added on to the marquee at the time of the event. An area around the marquee will be sectioned off for erection and dismantle of the marquee.
2	Emergency Fire Access, Fire Escape, Fire Extinguisher	The marquees will have 3 open sides (other side will be against wall / fencing), leading to open areas - St Paul's Road and Hanover Street
3	Anchoring	2 marquees will be used. 1 marquee will be secured to a secure railing and attached to weights on the oppisite side. The other marquee will be anchored down to weights (water containers / straw bales)
4	Overhead / underground services	There are no overhead services eg - electrial cables, phone lines. No access to underground services will be blocked or damaged
5	Erlectical equipment	No electrical equipment will be used under the marquees. Street lights will provide enough light during the event. Event due to finish by 10pm.
6	Heating equipment	No heating equipment will be used under the marquees.
7	Bad weather	If weather is an issue during the setup or during the event, entertainment can be moved inside the pub (St Paul's Tavern). If only light rain, 2 sides can be added on to the marquee to offer slight protection to the public, This will cause no distribution to fire escapes.