

Risk assessment template

Health and Safety Executive

Company name: Wakering & Villages Charity Car show **Assessment carried out by: Gordon Cunningham**

Date of next review:

Date assessment was carried out: 27/01/2026

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Collision by vehicles to organisers and general public	Volunteer organisers and attendees being hit by vehicles	Team of marshals in place, supplied with hi vis to escort vehicles to the show ground. Speed restriction of 5 mph or below. All vehicles to be in place and static before public attendees arrive. All engines to remain switched off throughout event	On site marshals to patrol site	Volunteer marshals over seen by event organisers	Day of the event	
Fire- public	Volunteer organisers and attendees should fire occur	Request to RDC prior to event to ensure grass cut short. As cuttings will not be removed, fire extinguishers will be placed in event of grass fire, volunteers	Ensure all exits clear and unobstructed Encourage no smoking where possible near any vehicles, though a ban cannot be enforced	Volunteer marshals over seen by event organisers	Day of the event	

		assigned and briefed in event of fire plus Fire engine and crew will be present in adjoining car park				
Fire- vehicles	Vehicles, neighbouring vehicles and public	Extinguishers present, 2 X 6 kg water, 1 X CO2, 4 X 2kg dry powder	Maintain engines switched off throughout duration of the event. Vehicles assembled in such a way that they can be moved without any obstruction	Volunteer marshals over seen by event organisers	Day of the event	
Fire- general	Volunteer organisers and attendees should fire occur	Fire engine and crew will be present in adjoining car park	Brief fire and evacuation plan to all volunteer organisers. Rendezvous points established and signposted to be outside Church (opposite) and in adjoining pub car park	Volunteer marshals over seen by event organisers	Day of the event	
Chemicals/toxic substances/fumes	Potential risk of fuel filling or fumes from vehicle exhausts	No fuel filling allowed. All vehicle engines to be switched off for whole duration	On site marshals to patrol site	Volunteer marshals over seen by event organisers	Day of the event	
Electrical hazards	None as no electrical devices being used	Not applicable	Not applicable	Not applicable		
Noise control	Attendees and neighbouring properties	Vehicle owners not to rev engines and engines switched off for whole duration	On site marshals to patrol site	Volunteer marshals over seen by event organisers	Day of the event	
Lighting	Not applicable as event only in daylight hours	Not applicable	Not applicable	Not applicable		

Crowd Control-numbers	All attendees	No ticketing or entry pass. Event is a large open area more than adequate to facilitate expected numbers	Designated marshals to be supplied with hand held tally counters. When attendees reach a certain level, entry will be suspended. If attendees form large groups, encouraged to disperse within the event area.	Volunteer marshals over seen by event organisers	Day of the event	
Crowd control -behaviour	All attendees	Marshals will be briefed to observe and highlight adverse behaviour, including alcohol/drug misuse and and other anti social behaviour, abuse, either verbal or physical	Ensure marshals to bring to organisers attention, attendees requested to leave the event and/or police called if necessary.	Volunteer marshals over seen by event organisers	Day of the event	
Number of display vehicles	All attendees	Attending vehicles to pre book and register maintained, limiting numbers attending	Checking each vehicle on entry to ensure limit not exceeded	Volunteer marshals over seen by event organisers	Day of the event	
Extreme weather	All attendees	Event to be closed in event of adverse weather	None as there are no geographical risks, for example proximity to water courses, land slip etc as area totally flat	Volunteer marshals over seen by event organisers	Day of the event	
Trip hazards	All attendees	None. No wires or any other obstructions will be present as the event is held on a local authority owned and maintained recreational ground	Inspection the event area for litter, debris etc and remove, prior to event opening	Volunteer marshals over seen by event organisers	Day of the event	

Medical emergency	All attendees	Certified first aider to be present at all times, with designated and signposted first aid area	Included within briefing with volunteer marshals	Volunteer marshals over seen by event organisers	Day of the event	
Terrorism	All attendees	Due to the nature of the event, coupled with geographical location, risk deemed to be low. However, should an attack of any nature occur, volunteers to be briefed on possible types of attack, to report as such and evacuate the site	Included within briefing with volunteer marshals. Evacuation plan in place to evacuate and disperse attendees and Police to be called.	Volunteer marshals over seen by event organisers	Day of the event	
Environmental	All attendees	None other than to inspect the event area for litter, debris etc and remove, prior to event opening	Inspection the event area for litter, debris etc and remove, prior to event opening	Volunteer marshals over seen by event organisers	Day of the event	
Emergency Evacuation procedure	All attendees	In the event of any of the above emergencies, including fire or terrorist attack, to alert people at the beginning of the event that should any form	The relevant emergency services will be called and alerted to the situation.	Initially the reporting person and then following that the event marshals.	When the risk first identified.	

		of evacuation be needed that people will be guided and escorted to a safe area already identified as below. In addition, some will be guided to the car park area at side of adjacent pub, The Castle Inn, with a secondary safe area to the public car park. If any form of emergency evacuation procedures includes the remote possibility of a Terrorist attack.				
General	A briefing, written and verbal will be given to all volunteers marshals prior to the event, covering all of the above, with specific tasks allocated. This will be repeated the morning of the event together with confirming understanding of volunteer marshals as to their duties on the day and action should any risks occur or become apparent..					

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk

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