

Risk assessment template

Company name: Mind body & Spirit festival

Assessment carried out by: Sophie Headford

Date assessment was carried out: 27th January 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
Weather Extreme weather conditions. Sun Wind Rain	General Public, Sunstroke Heatstroke Flying debris Rain could make	Drinking water will be available on the day. First aid kit holding electrolyte tablets in case of sunstroke. Event will be cancelled if there is torrential rain or a storm.	Public will be advised to wear sun protection hats and keep hydrated. I Will be watching the	Steve Oakley will make announcement over PA system.	On the day On the morning of the event.	

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	ground slippery when wet		BBC Weather forecast closely.	I will be responsible for watching the weather and will make decision if event needs to be cancelled.		
<p>Fire</p> <p>Electrical Fire</p>	General Public Volunteers Steve Oakley	<p>All electrical equipment is PAT tested.</p> <p>2 fire extinguishers on site. The risk assessment should assist in assuring that all necessary fire safety procedures, fire prevention measures, and fire precautions are in place and working properly. Fire exit routes are clear and are manned by a competent person.</p> <p>Meeting point is The Castle Inn public house.</p> <p>In the event of poor weather conditions i.e. rain, the electrical appliances will be under a gazebo throughout the entire event. In the case of heavy rain or a storm the electric supply will be switched off and the event cancelled.</p>	Know the procedure if there is an electrical fire.	<p>Steve Oakley or I if he is not himself injured.</p> <p>I will call the emergency services in the case of an emergency.</p>	On the day	

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		<p>The general public will be excluded from the area where electrical equipment is used by cones and hazard tape. The generator will be behind the gazebo on the boundary of the field. All electrical cables and leads will be neatly located within the gazebo.</p> <p>Steve Oakley has the correct fire extinguisher for electrical fire.</p> <p>Steve Oakley has assured me that the generator will have enough fuel in it to last for the whole event, so no need to re fuel or carry fuel on the day.</p> <p>place is pre-arranged in the Castle Pub car park. Any emergency vehicles have access directly to the Parish Meadow via the alley way between the castle Inn pub.</p>	<p>Electricity would be shut off immediately and fire covered with a blanket or piece of clothing if the fire is small, and it is safe to do so.</p> <p>I will always have my phone on me and in the event of a fire I will be responsible for calling the</p>	<p>Steve Oakley will carry out this action.</p>		

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			<p>emergency services. All volunteers will be briefed prior to the event on emergency procedures.</p>			
<p>Slips trips and falls. e.g., injury's arising from slips trips and falls from uneven ground obstruction and debris in access routes and</p>	<p>Members of the public Volunteers</p>	<p>I have carried out a pre-event site visit to ensure the area is suitable to hold this event.</p>	<p>Any uneven or damaged surfaces will be highlighted by way of physical barrier or hazard tape. I the event organiser will walk the site prior to the</p>	<p>I will carry out the action.</p>		

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<p>pedestrian areas.</p> <p>Waste Disposal. Health risk</p>	<p>General public</p> <p>Volunteers</p>	<p>Waste will be removed from site directly after event to the local refuse site.</p>	<p>start of the event to ensure the site is free of trip or slip hazards.</p>	<p>I will carry out the action.</p>	<p>Directly after event.</p>	
<p>Natural Hazards including pollen, dangerous plants cuts</p>	<p>Members of the public</p> <p>Volunteers</p>	<p>I will carry out pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants, or wasp or bee nests.</p>	<p>First aid kit will be adequately provisioned according to level of risk. I have an epi</p>	<p>I will carry out the action</p>		

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<p>from thorns, wasp and bee nests Skin rash from plants, bee sting resulting in anaphylactic shock</p>			<p>pen in case of anaphylactic emergency. I will always have my phone on me if emergency call is needed for an allergic reaction. Piriton will be carried in the first aid box.</p>			
<p>First aid and emergency</p>	<p>General Public Volunteers.</p>	<p>I will ensure that adequate first aid arrangements are in place. I am the first aider on duty. First aid point will be signposted clearly. I will liase with the emergency services in the case of a first aid emergency. In the case of an emergency a whistle will be blown 3 times by Steve over the PA system, and we will evacuate to the Castle inn car park and out through the exit onto Havenside.</p>	<p>I will always have my phone on me throughout the event if emergency services are</p>	<p>I will carry out the action. Steve will make 3 short whistle blows</p>		

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			needed to be called.	over the PA system		

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<p>Children and young persons Lost and Found</p>	<p>Members of the public</p>	<p>I have a procedure in place in the event of a lost or found child.</p>	<p>The table hosting the raffle will also be used as a point for lost or found children. The table will be always manned by 2 people. No food or drink will be given to the child in case of allergies. The adult claiming the child should complete a form to include their name</p>		<p>On the event day</p>	

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			<p>address and relationship to the child and a form of identification. If the child appears reluctant to go with the adult, then further confirmation will be required. If a lost child is reported the Steve will make an announcement over the PA asking the parents or</p>			

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<p>Vehicle movements Collisions with other vehicles or pedestrians</p>	<p>General Public stall holders</p>	<p>Vehicles will be allowed access onto the site at 8.30am to unpack their cars and erect their stalls. Vehicles will move in one direction at a very slow speed. A volunteer will walk in front of the car and direct them to their allocated location on the meadow. All cars will leave the Parish meadow to find off street parking at 9.30am All vehicles will be invited back onto the Parish grounds being led by a volunteer once the general public have left</p>	<p>guardians to come to the raffle table. The child's name will not be used.</p> <p>Stall owners will be notified of this on arrival. All stall holders will have been pre advised of the protocol before the day of the event.</p>		<p>All stall holders will be notified as soon as permission is granted for the event.</p>	

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<p>Market stalls collapsing causing injury to general public and stall holders.</p>	<p>General public Stall holders</p>	<p>the Parish Meadow at 5pm. To load their cars back up for departure.</p> <p>All stall holders must have their own PPL insurance covering them for damage or injury. They will be asked to provide this documentation when applying for a stall.</p>	<p>I will contact stall holders for proof of insurance. Confirm booking with them once permission has been granted.</p>		<p>Before the event.</p>	
<p>Drugs/Alcohol</p> <p>Welfare and Hygiene</p>	<p>General Public</p> <p>General Public and Volunteers</p>	<p>This is a no drinking event. If I suspect that there is drug or alcohol consumption taking place on the site, I will kindly</p>	<p>Confirm booking once permission is granted.</p>	<p>I will carry out this action.</p>		

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<p>Dog Mess and preparation for small dog show (non agility)</p>		<p>ask them to leave the area. If they refuse and are showing challenging behaviour, I will call the Police.</p> <p>I have provisionally hired 2 Portaloos for the event Which will be dropped off and collected by Aqualoos</p> <p>I will visit the site prior to the event to make sure the site is clean of dog mess. This new addition to the event will be held in the yoga area once all yoga equipment, public and belongings have been removed. In this area the public will be invited, one by one, by Niamh Horgan (registered veterinary nurse), to enter the area with their dog (on a lead at all times) to sit, walk around briefly and be encouraged to show off a trick (lifting of paws for a treat given to them by their owner etc). The judges will place them in order of the waggiest tail, the scruffiest coat, the prettiest face and the best trick. This will last for no more than 25-45 minutes and is an addition to last year to be more inclusive for dog owners who regularly use the Parry field.</p> <p>Only one dog and one owner will be permitted in the area at one time. We speculate a maximum of up to a dozen dogs</p>		<p>I will carry out this action.</p>		

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		<p>in total. Any mess / fouling will be collected and disposed of in the usual dog bins provided. A walk round of the area will of course be conducted by the event organiser to ensure a clean area and site is found by all once the event is finished.</p>				

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