

# **RISK ASSESSMENT - SAFETY & WELFARE**

## **Generations in Jazz Festival**

Version 1 Dated 26 February 2018

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# GENERATIONS IN JAZZ FESTIVAL RISK ASSESSMENT – SAFETY & WELFARE

The following risk assessments have been undertaken as follows.

**Organiser:** Generations in Jazz Inc  
**Risk Assessment undertaken by** Nethanel Sutton

**Date of Event:** Thursday 3 May – Sunday 6 May 2018  
**Risk Assessment relevant to** Generations in Jazz Festival

Worst case severity:	Fatal	Major	Minor	No Injury	Damage
Group Affected:	(A) Employee	(B) Contractor	(C) Public	(D) Client	(E) Visitor
Likelihood without control:	Frequent	Probable	Possible	Remote	Improbable
Control Measures:	Measures taken to eradicate or minimise the risk.				
Likelihood with controls:	Frequent	Probable	Possible	Remote	Improbable

HAZARD OR RISK SOURCE	WORST CASE SEVERITY	LIKELIHOOD WITHOUT CONTROLS	CONTROL MEASURES	LIKELIHOOD AFTER CONTROLS	GROUPS AFFECTED
<p>CREW / CONTRACTOR SAFETY</p> <p>WELFARE OF FESTIVAL STAFF, CREW – RISK OF DEHYDRATION, EXHAUSTION OR STRESS</p>	Major	Possible	<ol style="list-style-type: none"> <li>1. All drivers to adhere to the 5 kmph speed limit.</li> <li>2. All contractors to report to site office and to be directed by site manager.</li> <li>3. Crew / contractors to monitor work areas at all time.</li> <li>4. Site hazards to be fenced or hazard taped where practicable.</li> <li>5. Crew / contractors to wear appropriate site safety equipment (PPE) where applicable.</li> <li>6. Contractor method statements and safe systems of work to be monitored.</li> <li>7. Ensure adequate rest and meal breaks in staff schedules.</li> <li>8. Ensure adequate numbers of staff to carry out tasks required</li> <li>9. Sufficient water is made available to all staff and performers.</li> <li>10. Provide area on site for staff to rest and refresh themselves away from festival build activities</li> <li>11. Ensure all personnel are aware of the First Aid Facilities provided by the organizers</li> <li>12. Ensure personnel are aware of location of water points, toilets, and rest areas.</li> </ol>	IMPROBABLE	A B
<p>COLLAPSE OF TEMPORARY STRUCTURES; MARQUEES / FENCING – RISK OF INJURY</p>	Major, Damage	Possible	<ol style="list-style-type: none"> <li>1. Use reputable contractors to provide and erect temporary structures, which would conform to current regulations regarding loading and structural integrity.</li> <li>2. All structures are to be erected by competent persons.</li> <li>3. Contractors willing to sign a Structural Sign off Sheet / Hand over Certificate.</li> <li>4. Relevant load bearing certificates to be supplied in conjunction with contractors.</li> <li>5. Security should be positioned onsite to ensure that structures aren't tampered with.</li> <li>6. All fencing and temporary structures to be inspected and checked using a daily check list.</li> <li>7. Weather reports checked daily to enable contractors to counteract the effects of extreme weather conditions if necessary.</li> </ol>	IMPROBABLE	A B C D E

<p>CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH</p> <p>LPG GAS RISK OF EXPLOSION OR GAS POISONING, RISK OF INJURY, ILLNESS OR DEATH</p>	<p>Fatal</p>	<p>POSSIBLE</p>	<ol style="list-style-type: none"> <li>1. Ensure persons involved with the handling, storage and transportation of LPG gas have been trained in the correct usage procedures.</li> <li>2. Position gas bottles away from members of the public in a secure area.</li> <li>3. Storage of LPG (caterers) does not exceed that which is required for a 12 hour period.</li> <li>4. All equipment using LPG gas to be certified safe with a current Gas Safety certificate</li> <li>5. Contractors using chemicals i.e. toilet providers provide an adequate COSHH Risk Assessment in accordance with the Control of Substances Hazardous to Health Regulations</li> <li>6. Ensure security, festival staff &amp; Event Management Team are aware of all hazardous substance storage points and the correct protective equipment is available</li> <li>7. Obtain material Safety Data Sheets on all hazardous substances.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>
<p>CROWD SAFETY CRUSHING.</p>	<p>Fatal, Major</p>	<p>Probable</p>	<ol style="list-style-type: none"> <li>1. Competent and experienced site security and stewards to be put in place.</li> <li>2. Security and Steward briefing to take place before event starts.</li> <li>3. Regular meetings to take place with event organisers and security / stewards to discuss crowd safety.</li> <li>4. Clear communication system in place for announcements should evacuation be necessary.</li> <li>5. Sufficient staff to facilitate evacuation.</li> <li>6. Crowd density and mood monitored throughout.</li> <li>7. Ability to restrict entry when necessary.</li> <li>8. 'Pinch points' kept clear using stewards and security.</li> <li>9. Fencing used to restrict access to sensitive areas e.g. generators/ backstage.</li> <li>10. Venues have sufficient fire escapes which are adequately lit and kept clear.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>
<p>NOISE. STAGE AREA. BACK STAGE AREA.</p>	<p>Major, Minor.</p>	<p>Likely</p>	<ol style="list-style-type: none"> <li>1. Noise levels to be closely monitored.</li> <li>2. All personnel working in designated high noise areas to wear PPE (head phones, ear plugs).</li> <li>3. Ear protection freely available around stage / pit area, or from stage manager.</li> <li>4. Noise levels never to exceed set levels.</li> <li>5. Clear signage advising that stage and pit area is a designated high noise area.</li> <li>6. Ensure personnel working noise areas are rotated or have sufficient breaks.</li> <li>7. Site design to take into account personnel affected by noise levels generated by amplified music (Stages, PA's).</li> <li>8. Where possible music between live acts (DJ's, filler music) should be played at considerably lower levels than live music.</li> <li>9. On stage music between bands (change over) to be kept to essential audio levels in relation to band activity.</li> <li>10. Stage managers to ensure that all working stage crew and performers (waiting to perform) have ear protection and are wearing them.</li> <li>11. Pit crew to ensure anyone given access (photographers, guests) to the front of stage area is wearing ear protection, disposable ear protection made available at pit entrance.</li> <li>12. Ear protection available from information for public use</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>

<p style="text-align: center;">FIRES</p>	<p>Fatal, Major, Minor, Damage</p>	<p>Possible</p>	<ol style="list-style-type: none"> <li>1. Levels of litter build up to be monitored.</li> <li>2. Litter teams to be active in litter clearance.</li> <li>3. Stewards / Security to be diligent in spotting small fires being set up from combustible material.</li> <li>4. Stewards / Security to prevent litter being taken to use for fires.</li> <li>5. All personnel to be made aware of the location of fire points and fire procedure.</li> <li>6. All food catering stalls to carry and clearly display appropriate extinguishers and fire blankets, catering staff to be briefed on their position and use.</li> <li>7. All décor to be flame retardant.</li> <li>8. All structures to be flame retardant.</li> <li>9. Adequate fire fighting equipment available on site.</li> <li>10. Staff trained in use of portable fire fighting equipment.</li> <li>11. Clear communication with festival organisers to get back up when needed.</li> <li>12. Clear signage and enforcement of 'No Smoking' in places of work and structures with sides.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>
<p style="text-align: center;">ELECTRICAL INSTALLATION</p> <p style="text-align: center;">RISK OF ELECTRICAL SHOCK, BURN OR DEATH</p>	<p>Fatal</p>	<p>Likely</p>	<ol style="list-style-type: none"> <li>1. Installation of temporary electrical supply carried out by a qualified and competent electrician.</li> <li>2. All supplies are designed, installed and tested in accordance with the IEE Regulations.</li> <li>3. All equipment used to be standard CE marked.</li> <li>4. Electric shock notices posted along with other relevant signage. Clear Signage, including 'No Drinks Allowed On Stage'.</li> <li>5. Ensure only a trained and competent person works on electrical systems.</li> <li>6. Generators supplied by reputable company and supplied with a test certificate.</li> <li>7. Access to generators restricted to competent staff, generators fenced or partitioned off.</li> <li>8. Any portable electric devices used by crew, staff, caterers, traders or exhibitors to be certified safe with a current PAT test certificate.</li> <li>9. All stages and generators to be earth bonded.</li> <li>10. Handover certificate stating that all electrical supplies are safe for normal use</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>
<p style="text-align: center;">WORKING AT HEIGHT.</p> <ol style="list-style-type: none"> <li>1. FALLS FROM HEIGHT</li> <li>2. FALLING OBJECTS.</li> </ol>	<p>Major, Fatal</p>	<p>Likely</p>	<p>Falls from Heights.</p> <ol style="list-style-type: none"> <li>1. Avoid working at height wherever possible, investigate alternatives.</li> <li>2. All work at height will be undertaken by competent crew only working to the guidelines "The Work at Heights Regulations 2005"</li> <li>3. Hand rails to be fitted to stage areas.</li> <li>4. Stairs in good condition.</li> <li>5. Ladders secured top and bottom, where possible.</li> <li>6. Scaffolding erected by competent person.</li> <li>7. Access platforms to be erected by competent person.</li> <li>8. Adequate lighting in place at work are</li> <li>9. Tools to be counted up and down when working at height</li> <li>10. All work requiring aerial rigging to be notified to Continental Drifts Production Team in advance</li> <li>11. All work at height will be undertaken by competent crew only working to the guidelines "The Work at Heights Regulations 2005"</li> <li>12. Any PPE required by the above regulations will be provided and maintained by the contractor undertaking the task</li> <li>13. All contractors to submit their own job specific risk assessment.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>

<p>SLIPPING &amp; TRIPPING</p> <ol style="list-style-type: none"> <li>1. CABLES</li> <li>2. TEMPORARY STRUCTURES.</li> <li>3. UNEVEN GROUND SURFACE</li> <li>4. LOW LIGHTING LEVELS. STAGE AREAS.</li> </ol>	<p>Major, minor.</p>	<p>Probable</p>	<ol style="list-style-type: none"> <li>1. All cable runs to be managed in such a way that they are covered by suitable cable ramp.</li> <li>2. Cables are to be 'flown' securely at sufficient height over the heads of patrons and out of reach of persons or vehicles.</li> <li>3. Cables may be dug in to the ground or positioned away from public areas.</li> <li>4. Staff and public made aware of any specific hazards via signs complying with the Health and Safety (Safety Signs and Signals) Regulation</li> <li>5. Suitable footwear to be worn, taking into account the weather conditions (mud, wet), and work area (steel toe caps).</li> <li>6. Marquee/tent pegs to be suitably padded and marquee guy ropes to be made visible with hazard tape or high visibility colours to alert pedestrians to their presence.</li> <li>7. Sufficient lighting at peak public pathways and places of work.</li> <li>8. Site to be monitored regularly by site, stage and area managers, any trip hazards spotted to be dealt with instantly.</li> <li>9. Contractors to ensure that their staff operate under site safety rules and maintain a safe system of work.</li> <li>10. All stages to be equipped with a broom, mop and bucket.</li> <li>11. All stages and back stage areas to be kept clear of obstructions. Stage Managers to take responsibility for safe access and egress.</li> <li>12. All spillages to be reported, and cleared up or the area marked or taped off.</li> <li>13. Edges of stages, stage ramps and stage steps to marked with white or hazard stripe tape.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>
<p>VEHICLES OPERATING IN THE WORKPLACE (FESTIVAL SITE). INCLUDING SITE BUILD AND LOAD OUT.</p> <ol style="list-style-type: none"> <li>1. RISK OF COLLISION AND /OR INJURY.</li> <li>2. FALLING FROM VEHICLES</li> <li>3. OBJECTS FALLING FROM VEHICLE.</li> <li>4. VEHICLE OVERTURNING.</li> </ol> <p>TYPES OF VEHICLES IN THIS ASSESSMENT INCLUDE –</p> <p>CARS, VANS,  FORK LIFT  TRUCK (ROUGH TERRAIN),  TELEHANDLER,  HEAVY PLANT, GOLF BUGGY.</p>	<p>Fatal, Damage</p>	<p>Probable</p>	<ol style="list-style-type: none"> <li>1. Use only licensed vehicle drivers.</li> <li>2. Minimise traffic to essential traffic only as decided by Continental Drifts Production Team and controlled by Site Manager and Security.</li> <li>3. Vehicles clearly marked with a vehicle pass.</li> <li>4. All traffic shall observe site speed restrictions of 5 kmph and use hazard lights.</li> <li>5. Vehicles used or leased for the festival to be insured and guaranteed in sound working order. Where possible to be fitted with reverse warning system.</li> <li>6. Clear signage to be displayed.</li> <li>7. Safe systems of work to be implemented for the loading and unloading of vehicles.</li> <li>8. Movement of vehicles to be stopped during break times and end of shifts.</li> <li>9. Vehicle keys to be signed in and out.</li> <li>10. Vehicles manoeuvring between roads, fields and structures to use banksman (wearing Hi-visibility jacket) where needed. Wherever possible, vehicles to use established roads and temporary track way.</li> <li>11. Wherever possible vehicle and pedestrian access and egress will be kept separate.</li> <li>12. Vehicle movement to be avoided outside daylight hours where possible.</li> <li>13. During event days there will be a strict 'no vehicle movement' between the hours of 12pm and 9 – 9.30pm with the exception of essential festival and emergency vehicles.</li> <li>14. The decision to lift the 'no vehicle movement' to be made by the event companies managers, and then communicated to all parties.</li> <li>15. Golf buggies to be only used by designated staff after proof of holding a current driving license and are over the age of 18.</li> <li>16. Where fitted seatbelts must be worn.</li> </ol>	<p>IMPROBABLE</p>	<p>A B C D E</p>