

**RISK ASSESSMENT**

Easter Fair – Market Place, Brewery Plain, Church Plain and Fullers Hill.

3<sup>rd</sup> April to 7<sup>th</sup> April 2024**NOT PROTECTIVELY MARKED****Legal requirement is to remove or reduce risk to as low as is reasonably practicable**

To enable you to carry out a risk assessment and to assess the acceptability of the risk use the risk matrix table below

**RISK MATRIX TABLE**

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
Impact						

Likelihood Ratings		
Score	Likelihood	
1	Very unlikely	Remote possibility – 1 in a million chance
2	Unlikely	An occasional occurrence – 1 in 100,000 chance
3	Fairly likely	A fairly frequent chance – 1 in 10,000 chance
4	Likely	A regular occurrence – 1 in 1,000 chance
5	Very likely	Almost certain to occur – 1 in 100 chance

Impact Type Ratings		
Score	Impact	
1	Insignificant	Negligible, small sticky plaster
2	Minor	First aid required
3	Moderate	Up to 3 day absence
4	Major	More than 3 day absence
5	Catastrophic	Loss of life/large scale major illness

**Key to Risk matrix table****Risk Ratings is Likelihood x Impact**

e.g. Likelihood is very low = 2 and impact is critical = 3

Risk rating is therefore 2 x 3 = 6 rating  
Is Medium risk so need to take action to lower

1 - 4	<b>Acceptable</b> No further action, but ensure controls maintained	5 - 9	<b>Adequate</b> Look to improve at next review
10 - 16	<b>Tolerable</b> Look to improve within specified time-scale or one month	17 - 25	<b>Unacceptable</b> Stop activity and make immediate improvements

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<b>Risk Assessment Continuation Page</b>	<b>NOT PROTECTIVELY MARKED</b>

<b>Location:</b> Market Place, Brewery Plain, Church Plain and Fuller’s Hill, Great Yarmouth		<b>Prepared by:</b>	
<b>Organisation:</b>			
<b>Team:</b>		<b>Job Titles:</b>	
<b>Review Date:</b> 09/02/2023			
<b>People at risk:</b>	<ul style="list-style-type: none"> <li>• Event Staff</li> <li>• Contractors</li> <li>• Fairground Ride Operators</li> <li>• Stall Holders</li> <li>• General Public</li> </ul>		
<p><b>Risk Area:</b> Market Place, Brewery Plain, Church Plain and Fuller’s Hill, Great Yarmouth</p> <p><b>Principal Tasks Include:</b></p> <ul style="list-style-type: none"> <li>• Ensuring safe environment during set up of event.</li> <li>• Ensuring safety of staff, contractors and showmen.</li> <li>• Ensuring public safety during the event.</li> <li>• Ensuring safe dispersal of public after the event.</li> <li>• Ensuring safe breakdown of the event area.</li> </ul>			

Risk Assessment Continuation Page						NOT PROTECTIVELY MARKED	
Hazards	Who could be harmed and how	Existing controls	Additional controls required	Residual Risk Rating	Action by Whom	Action by Date	Done on
Operation	Effectuated Parties/Consequences	Mitigation Measures	Ongoing Actions	RAG Grading	Responsible Party	Date Identified	Date
Movement of rides between Beach Coach Station and event sites. Blockage of roads for emergency services, hold ups of traffic and accidents.	Public, drivers of vehicles. Injuries pertinent to RTAs	Controlled order of procession to sites. Set up part of fireground operator procedure. Marked spaces provided.  Reversal of vehicles avoided where possible, and if not supervised.		3 x 2 = 3	Fairground operator. CSAS	03/04/24	03/04/24
Accident during set up and de-rigging of event.	General public, traders and event staff could trip/fall/walk into items, or items fall onto them.  Musculoskeletal injury, broken bones, cuts and lacerations bruising and swelling.	Area taped off with hazard tape where possible.  Event staff and SIA onsite.  First Aiders will be in attendance.  Road closures in place.	All traders to carry out their own risk assessments.  Traders to monitor area during set up/derig.  Identified hazards will be removed.  Any incidents to be recorded and reported to relevant authorities.  Barriers will only be moved by CSAS staff.	2 x 2 = 4	Event Team. CSAS. Fairground operator.	03/04/24	03/04/24
Attraction safety i.e. set up, dismantle and use including slope of site and	Public, staff, traders. Various.	Licence condition to set up and dismantle safely. Inspection form, site inspection. Awareness of	Daily risk assessment to be carried out.	4 x 2 = 8	Event Team. Fairground operator.	03/04/24	03/04/24

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adequate arrangements for safety.		slope and need to make sure that heads or other parts of the body are protected from any obstructions.					
Accident during event.	General public, traders and event staff could trip/fall/walk into items.  Musculoskeletal injury, broken bones, cuts and lacerations bruising and swelling.	Medical will be in attendance.  SIA to verse event safety.  Extra street cleaning to ensure litter is disposed off and limited the risks of slips or trips.	Cables to be covered.  Regular site walks to be carried out to identify hazards and to rectify.  Any incidents to be recorded and reported to relevant authorities.	2 x 2 = 4	EMT	04/04/24	03/04/24
Vehicular accident to public whilst moving between sites	Public  Injuries pertinent to hazard	Police aware of event. Railings on-site. Some railings removed for crowd safety.  Road Closure Order in place for The Conge and Market Place.  First Bus contacted for re-routing of buses for road closure.  CSAS in place.	Additional railings to be provided to stop public moving onto Fuller's Hill carriageway. Crowd control barriers to be used and not Heras fencing as these are potentially unsafe and likely to topple with the predicted large volume of footfall.	2 x 3 = 6	EMT  CSAS	03/04/24	03/04/24
Naturally occurring hazards.	General public, traders and event staff.  Dehydration, insect bites/stings, allergic reactions and seizures.	Medical will be in attendance.		1 x 2 = 2	EMT	03/04/24	03/04/24

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Ride failure/unsafe set up including mechanical or fire.	General public and traders.  Various degrees of injuries.	Copies of inspection of certificates (ADIPS) supplied by ride operator prior to event, inspection and sign off by competent person on completion of set up, maintenance of ride by trader. Control of rides by competent persons, form signed by trader confirming competency.  Medical will be onsite.	ADIPS not supplied ride will not operate	2 x 5 = 10	EMT	03/04/24	03/04/24
Electrical shocks from generators	General public and traders.  Electric shock or burn.	Ensure all generators properly earthed with earth wire in ground or under wheels of vehicle.	Daily risk assessment to be carried out.	1 x 5 = 5	EMT	03/04/24	03/04/24
Fire from activities, food stalls, etc	Public, staff and traders.  Burn injuries.	Each trader to have carried out own fire risk assessment and procedure and to have supplied adequate fire extinguishers.  Fire & Rescue Service aware of event.	Check risk assessment and equipment in place.	1 x 4 = 4	EMT	04/04/24	04/04/24
Trip hazards including as a result of oil spillage	General public, staff and traders.  Musculoskeletal injury, broken bones, cuts and	Traders' signed licence to say will control by protective measures and inspections	Daily r/a inspection carried out by Property and Asset staff	2 x 2 = 4	EMT	03/04/24	03/04/24

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	lacerations bruising and swelling						
Severe weather.	General public, traders and event staff.  Strong winds and rain could cause potential hazards, falling debris, flooded area. High winds could mean closure of some/all rides	None due to outdoor public event.	Weather to be monitored by the event team prior to the event and during the event.  Event will be cancelled should it be deemed weather is too severe and there is a risk to life.  Event staff to dress accordingly.	3 x 3 = 9	EMT and fairground operator.	03/04/24	03/04/24
Major incident including fire or bomb threat.	General public, traders and event staff.  Could be injured or required to evacuate site.	Emergency Planning Manager aware. Town centre emergency plan in place. Operation order in place.  Event Duty Manager to keep in touch with Police to check if any changes/inspections required prior to event.	Radio contact between event staff.  Emergency service response to be requested.  Any incidents to be recorded and reported to relevant authorities.  EMP covers evacuation procedure.	1 x 5 = 5	EMT	03/04/24	03/04/24
Event staff wellbeing.	Event staff.  Tiredness and lack of facilities.	Control Room has welfare facilities.  Plenty of businesses offering food and drink.	Ensure breaks are adhered to.  Ensure staff taken on fluids and food.	2 x 2 = 4	EMT	03/04/24	03/04/24

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Antisocial behaviour including drunk and disorderly.	General public, traders and event staff. People could be subject to abuse and upset.	Police aware of event and attending. SIA stewards covering event. Each trader responsible for their area.	Radio contact to be maintained between event staff and SIA. Police informed should situation escalate.	3 x 2 = 6	EMT	04/04/24	04/04/24
Food poisoning.	General public, traders and event staff. People could become ill and require attention.	First Aiders will be in attendance. All food vendors are required to provide Food Hygiene Certificate with a 4/5 star rating.	Call emergency services should person require further medical attention. Seek to find out food consumed and close vendor.	2 x 2 = 4	EMT	03/04/24	03/04/24
Noise from rides.	General public, traders and event staff. Hearing issues.	Monitoring of noise by stewards. License condition to control noise.	Noise meter if required.	4 x 1 = 4	EMT	04/04/24	04/04/24
Crowd control.	General public. Crush injuries.	Remove some railings to keep queues off highway, also licence condition for showmen to control their attraction areas.		4 x 1 = 4	EMT	04/04/24	04/04/24
Greater number of people arriving than usual.	General public, Crush injuries.	Police aware, empowered to carry out road closure to prevent accidents.	Appropriate barriers erected.	1 x 1 = 1	EMT	04/04/24	0/04/24

Comments/Actions yet to be implemented:	ADIPS will be requested prior to arrival to ensure that no one can even setup without the appropriate certification.
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Checked by & Date							
Give date that all involved are to be made aware of this risk assessment:		01/03/2024					