

BEAUFORT *Christmas* FAIR

Combined Event Risk Assessment

Risk Rating Key

- **Likelihood (L):** 1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost Certain
- **Severity (S):** 1 = Minor, 2 = Moderate, 3 = Serious, 4 = Major, 5 = Fatal
- **Risk Score (R):** $L \times S$
- **Residual Risk:** Risk after controls applied

1. General Event Risks

Hazard: Slips, trips, and falls

Who is at risk: Public, stallholders, staff

Controls:

- Cable matting over all electrical cables
- Regular inspections by stewards
- Gritting of icy areas

Clear signage for uneven surfaces

Initial Risk: $L3 \times S3 = 9$

Residual Risk: $L2 \times S2 = 4$

- **Responsible:** Event Manager, Stewards

Hazard: Overcrowding

Who is at risk: Public

Controls:

- Capacity monitoring at entrances
- One-way pedestrian routes
- Additional stewards at peak times

Queue management barriers

Initial Risk: $L4 \times S4 = 16$

Residual Risk: $L2 \times S3 = 6$

- **Responsible:** Safety Officer, Stewards

Hazard: Poor lighting during evening

Controls:

- Temporary lighting towers
- Emergency lighting on exits

Regular checks for bulb failure

- **Residual Risk:** $L2 \times S2 = 4$

2. Fire Risks

Hazard: Fire from electrical equipment

Controls:

- PAT-tested equipment
- Weatherproof connectors
- Fire extinguishers at key points

No overloading of circuits

Initial Risk: $L3 \times S4 = 12$

Residual Risk: $L1 \times S3 = 3$

- **Responsible:** Electrician, Event Manager

Hazard: Fire from catering units

Controls:

- Safe separation distances
- Fire blankets and extinguishers
- Gas cylinders stored securely

No smoking near units

- **Residual Risk:** $L2 \times S3 = 6$

Hazard: Combustible materials (wooden stalls, decorations)

Controls:

- Flame-retardant decorations
- Clear escape routes

Regular steward patrols

- **Residual Risk:** $L2 \times S2 = 4$

3. Electrical Risks

Hazard: Electric shock

Controls:

- All installations by qualified electrician
- IP-rated outdoor sockets
- No public access to distribution boards

Immediate shutdown if water ingress detected

Initial Risk: $L3 \times S5 = 15$

- **Residual Risk:** $L1 \times S4 = 4$

Hazard: Trip hazards from cables

Controls:

- Cable matting
- Overhead routing where possible

Steward walk-throughs

- **Residual Risk:** $L2 \times S2 = 4$

Hazard: Generator malfunction

Controls:

- Diesel generators only
- Fenced-off area
- Refuelling only when cooled

Fire extinguisher adjacent

- **Residual Risk:** $L1 \times S3 = 3$

4. Weather Risks

Hazard: High winds affecting gazebos and structures

Controls:

- Weighted and secured structures
- Wind-speed monitoring

Closure threshold agreed (e.g., 35mph)

- **Residual Risk:** $L2 \times S3 = 6$

Hazard: Ice or snow

Controls:

- Gritting of walkways
- Regular inspections

Priority clearing of entrances/exits

- **Residual Risk:** $L2 \times S2 = 4$

Hazard: Heavy rain causing slips or electrical hazards

Controls:

- Raised cable routes
- Waterproof connectors

Temporary flooring in high-traffic areas

- **Residual Risk:** $L2 \times S3 = 6$

5. Crowd & Public Safety Risks

Hazard: Crushing or crowd surges

Controls:

- Stewards positioned at pinch points
- Queue barriers

Controlled entry

- **Residual Risk:** $L2 \times S3 = 6$

Hazard: Lost children

Controls:

- Dedicated safeguarding point
- Logged reporting procedure

ID verification before reunification

- **Residual Risk:** $L1 \times S2 = 2$

Hazard: Anti-social behaviour

Controls:

- Zero-tolerance policy
- Security presence (if required)

Alcohol controls for mulled wine vendors

- **Residual Risk:** $L2 \times S2 = 4$

6. Food Safety Risks

Hazard: Food poisoning

Controls:

- All vendors registered with local authority
- Minimum 3-star hygiene rating
- Temperature control compliance

Allergen signage

- **Residual Risk:** $L1 \times S3 = 3$

Hazard: Burns from hot surfaces

Controls:

- Barriers around hot equipment
- Staff training

Clear signage

- **Residual Risk:** $L2 \times S2 = 4$

7. Stallholder & Contractor Risks

Hazard: Unsafe stall structures

Controls:

- Pre-event inspection
- Mandatory weights and fixings

No DIY electrical setups

- **Residual Risk:** $L2 \times S2 = 4$

Hazard: Inadequate insurance

Controls:

- Mandatory public liability insurance

Copies collected before event

- **Residual Risk:** $L1 \times S2 = 2$

8. Traffic & Transport Risks

Hazard: Vehicle–pedestrian collision

Controls:

- Marshalled parking
- Road closures if required
- Clear pedestrian routes

No-vehicle zones

- **Residual Risk:** $L1 \times S4 = 4$

Hazard: Emergency vehicle access blocked

Controls:

- Dedicated emergency lane

Stewards trained to clear routes

- **Residual Risk:** $L1 \times S3 = 3$

9. Terrorism & Security Risks

Hazard: Suspicious package or item

Controls:

- Staff trained in vigilance
- Clear reporting procedure

Evacuation plan ready

- **Residual Risk:** $L1 \times S4 = 4$

Hazard: Vehicle-based attack

Controls:

- Bollards or barriers
- No-vehicle zones

Emergency communication routes

- **Residual Risk:** $L1 \times S5 = 5$

Hazard: Hostile individual

Controls:

- Security presence
- Staff awareness training

Rapid communication to police

- **Residual Risk:** $L1 \times S4 = 4$

10. Environmental & Waste Risks

Hazard: Waste accumulation

Controls:

- Regular waste collection
- Recycling points

Litter patrols

- **Residual Risk:** $L1 \times S2 = 2$

Hazard: Pollution from food waste or oils

Controls:

- Proper disposal containers

Vendor compliance checks

- **Residual Risk:** $L1 \times S2 = 2$

11. Monitoring & Review

During Event

- Hourly steward walk-throughs
- Electrician checks electrical systems
- Safety Officer monitors crowd density
- Weather monitoring every 30 minutes

Post-Event

- Full incident review
- Updates to future risk assessments
- Feedback from stallholders and public

