

Health & Safety Risk Assessment

In accordance with: Management of Health & Safety at Work Regulations 1999

NAME OF ORGANISATION:		TELEPHONE NUMBER OF ORGANISATION:		ADDRESS OF ORGANISATION:		
DATES OF EVENT:		NAME OF CONTACT:		PROOF OF APPROVAL BY INSWINDON & SWINDON BOROUGH COUNCIL HEALTH & SAFETY OFFICERS:		
EMAIL OF ORGANISATION:						
WHAT IS THE ACTIVITY YOU INTEND TO PROPOSE: What is the event? Does this event include an exhibition with interactive activities if so please identify activities?		H = High M = medium L = Low				
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION Date & Resp..

Date of original Assessment:		Date of this Assessment:		Review Date:	Reference No:	Name of Assessors:
Overall Risk Rating (H, M L):				Name in Block Capitals and Signature:		

The below information is to be used in conjunction with the completion of the above template of the inSwindon Risk Assessment form.

1. No vehicle movements after 8.45am until 6.00pm
2. Vehicle and equipment movements on the site should be supervised by a named responsible person from the event, as well as a member of the inSwindon Team. Please ring Bernie Maguire on 07740 037382.
3. Those bringing vehicles onto the site are to be briefed about safety and speed when driving their vehicles in the pedestrianised area. Vehicles must strictly adhere to the 5 miles and hour signage. Only vehicles that are part of the event can come onto the site arena. Vehicles used for movement of equipment must be secured away from the event arena.
4. Numbers of volunteers, stewards, first aiders should be stated in your assessment.
5. Will a qualified first aid trained person will be on the site?
6. Have the volunteers, stewards and first aiders agreed and formalised job roles?
7. Will everyone have emergency services numbers in their mobile phone memory? Non-emergency telephone number for Swindon Police is 0845 408 7000.
8. There must be visible signage informing the public of possible hazards.
9. There must be supervision of the event by a suitable number of staff at all times.
10. Have you a Site plan that identifies the event area?

11. Does the Site plan detail barriers outlining activity area?
12. Please use bollards, barriers and tape to separate activity areas from general pedestrian movement.
13. Ensure all areas are firmly secured to prevent toppling.
14. No large freestanding boards are to be used, only A frame Boards that are self-supporting and purpose built for external use.
Always with heavy metal footplates.
15. Please also review the booking forms terms and conditions of public space management and consider these when completing your risk assessment.
16. The acceptance of this booking will be subject to health and safety approval of both inSwindon and Swindon Borough Council.
17. Whilst considering the risk assessment (Risk Assessments are always required if equipment is part of an event and brought onto the public space), you will need to consider the protection of children from harm, because this statement is specified in our premises licence. This does not necessarily mean protection from tripping over a piece of equipment but could be protection from: -
 - harmful images (please provide educational material suitable for children)
 - undue pressure of sale
18. Volunteers and officers must wear appropriate clothing highlighting their participation and management of the event.
19. Consider cancelling the event activity if weather is particularly poor.
20. Marquees are allowed but only those that have formal heavy-duty metal footplates that support the marquee in a rigid and secure manner, i.e. marquees that are purpose built for external use. Prior approval via photographic images of the equipment is required. The prior approval of the inSwindon and Swindon Borough Council must be gained before any structures are allowed to come into the town centre. No gazebos.
21. Please programme the Police and inSwindon telephone numbers in your event staff's mobile phones
 - Bernie Maguire - 07740 037382. Swindon Police 0845 408 7000 for non-emergencies
 - or 999 for emergencies.
22. Phone always police the Police in the 1st instance. InSwindon have no control over removal off beggars or anyone acting aggressively or in an anti-social manner. Please phone inSwindon in the 2nd instance, to inform them what is happening because we can request stills from CCTV as well as monitor and record numbers of incidents to enable crime statistics

This above information and guidelines are purely offered as a guide to you completing the booking form and do not form any part of legal advice being offered to you. You sign this document with the understanding that this does not constitute legal advice in the field of health and safety.