



# CPCW 2023 – Site Set-Up & Infrastructure Risk Assessment V3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
<b>Slips and trips</b>	<ul style="list-style-type: none"> <li>All are at risk from uneven ground.</li> </ul>	<ul style="list-style-type: none"> <li>Sturdy shoes whilst setting up will minimize risks of a S, T of F.</li> </ul>	<ul style="list-style-type: none"> <li>Continue in the safe practices that are already being adhered to.</li> </ul>	All	From 06/09/22
<b>Manual Handling.</b>	<ul style="list-style-type: none"> <li>Unloading/Loading heavy trailers and lifting heavy kit.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the correct manual handling techniques are used at all times.</li> <li>Using lifting equipment suitable for work undertaking where possible</li> </ul>	<ul style="list-style-type: none"> <li>Continue in the safe practices that are already being adhered to.</li> </ul>	All	From 06/09/22
<b>Noise</b>	<ul style="list-style-type: none"> <li>During times that anyone will come into direct contact from loud, or continuous noise, long term hearing loss could happen.</li> </ul>	<ul style="list-style-type: none"> <li>All personnel are to assess whether they are going to be in a noisy area for a long period of time and then to make a judgement of what measures they should take to guard themselves from the noise.</li> <li>Quiet running generators</li> </ul>	<ul style="list-style-type: none"> <li>Continue wearing the correct PPE.</li> <li>PPE should be the last measure of control, look to remove loud noise where possible.</li> </ul>	All	From 06/09/22
<b>Safeguarding Young People and Vulnerable Adults.</b>	<ul style="list-style-type: none"> <li>Any Young Person and/or Vulnerable Adults could be at risk from people not following the correct POR. i.e Yellow Card</li> </ul>	<ul style="list-style-type: none"> <li>All on site personnel are to have a valid DBS, and any contractors /helpers who are visiting site during camp are not to be left alone with a YP</li> <li>Yellow card issued to all Adult Leaders and staff when registering on camp for the event</li> </ul>	<ul style="list-style-type: none"> <li>Camp Admin to ensure all adults have a DBS prior to event via Event Registration system and Adult Event Lead to check and notify system prior to the event</li> <li>DBS Checked adults on site to have different coloured wristband to adults attending for day only where no DBS in place.</li> <li>Zone staff to question all adults entering Zone and</li> </ul>	<ul style="list-style-type: none"> <li>Event Adult Lead</li> <li>All Event Staff</li> <li>Zone Staff</li> </ul>	From 06/09/22



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			request to see event wristband		
<b>Moving blades and mechanisms</b>	<ul style="list-style-type: none"> <li>Risks of cuts to hands and fingers, also, entrapment of hands or feet within working blades.</li> </ul>	<ul style="list-style-type: none"> <li>Never operate with the guards out of place, never place hands in to the danger zone, within the cutting cylinder or bottom blade.</li> <li>Ensure hands are never put in the area between transport locks or cutting units.</li> <li>If cylinder ever becomes blocked, use a stick, or similar to clear blockage – never hands, feed or other body parts.</li> </ul>	Continue with the best practices.	Operators	From 06/09/22
<b>Generators and Fuel</b>	<ul style="list-style-type: none"> <li>Injury from operation</li> </ul>	<ul style="list-style-type: none"> <li>Generators to be kept out of way of main site traffic and persons.</li> <li>Generators to be clearly demarked and access restricted / fenced</li> <li>Operation by experienced persons only.</li> <li>Fuel to be stored in appropriate container and only sufficient quantities needed</li> <li>Fire Extinguishers in place near generator and in easy reach at all times</li> </ul>	<ul style="list-style-type: none"> <li>Turn off and isolate when not required.</li> <li>Treat as hazard and continue with precautions.</li> <li>Where appropriate arrange use of camp store</li> <li>Spill kit on site in case of fuel /oil spillage</li> <li>Not to be running past 10:30pm on site and before 7:00am as quiet times on site.</li> </ul>	<ul style="list-style-type: none"> <li>Fairy Staff</li> <li>Aubrey Townsend</li> <li>Jonathan Greer</li> </ul>	From 06/09/22
<b>On site traffic</b>	<ul style="list-style-type: none"> <li>Traffic injuries from vehicles on site.</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries and set up to be mostly achieved before event commences.</li> <li>Vehicles generally not permitted beyond parking areas except for agreed deliveries and collections.</li> <li>Pedestrian and vehicle route to site mostly separate.</li> <li>Vehicles on site during event limited to First Aid vehicles for use in emergency and only essential Fairy service traffic at max. 5 mph with yellow flashing lights at all times (not hazard lights).</li> </ul>	<ul style="list-style-type: none"> <li>Follow practices stated and generally minimise traffic on activity and camping site.</li> <li>Emergency vehicles to use emergency vehicle routes at all times and banksmen min. front and rear at all times when in designated camping area of the site.</li> </ul>	<ul style="list-style-type: none"> <li>Fairy Team</li> <li>Adult Event Staff as welcoming Team</li> </ul>	From 06/09/22



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		<ul style="list-style-type: none"> <li>Site clearance overseen by Fairies and core team on Sunday.</li> </ul>			
<b>Traffic Control to site</b>	<ul style="list-style-type: none"> <li>Vehicle drivers and pedestrians on site</li> </ul>	<ul style="list-style-type: none"> <li>One way system to site to be controlled by Fairy Event staff</li> <li>Coordination of traffic to site along 'ONE WAY ROADWAY ENTRANCE' by radio control between both ends of the roadway.</li> <li>Vehicles will be stopped from entering whilst vehicles exit the site and vice-versa.</li> <li>Vehicles to be parked and made stationary as quickly as possible on site and segregation of pedestrians from vehicles to be clear.</li> <li>Marshalls to restrict pedestrian movement in this area</li> <li>Max. speed limit for site 5 mph</li> </ul>	<ul style="list-style-type: none"> <li>Warning signage at site entrance / exit</li> <li>Torch batters for use at night</li> <li>Hi-visibility jackets on all staff manning car-parking and vehicle movements</li> <li>Site speed limit</li> <li>Designated welcome Team adults to approach vehicles when stopped and highlight dangers and routes to registration</li> </ul>		From 06/09/22
<b>Fires on site</b>	<ul style="list-style-type: none"> <li>All in area of fire / buildings</li> </ul>	<ul style="list-style-type: none"> <li>Fire Extinguishers / bucket of water at fire point</li> <li>Use Altar fires only</li> </ul>		<ul style="list-style-type: none"> <li>All Adults &amp; event set-up Team</li> </ul>	From 06/09/22
<b>Camping overnight pre-event</b>	<ul style="list-style-type: none"> <li>All Adults on site</li> </ul>	<ul style="list-style-type: none"> <li>No Young People / Vulnerable Adults on site pre-event overnight</li> <li>No DBS required</li> </ul>	<ul style="list-style-type: none"> <li>Check in with Horley Site Management on arrival</li> </ul>	<ul style="list-style-type: none"> <li>All Adults &amp; event set-up Team</li> </ul>	From 06/09/22
<b>Marquee installation</b>	<ul style="list-style-type: none"> <li>All adults on site &amp; contractors</li> </ul>	<ul style="list-style-type: none"> <li>Use Contractors RA</li> </ul>	<ul style="list-style-type: none"> <li>Ensure safe working set up for contractor and no event staff enter this area until safe to do so instruction from Contractor</li> </ul>	<ul style="list-style-type: none"> <li>Contractor</li> </ul>	From 06/09/22



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