|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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?** |
| **Slips and trips** | * All are at risk from uneven ground.
 | * Sturdy shoes whilst setting up will minimalize risks of a S, T of F.
 | * Continue in the safe practices that are already being adhered to.
 | All | From 06/09/22 |
| **Manual Handling.** | * Unloading/Loading heavy trailers and lifting heavy kit.
 | * Ensure that the correct manual handling techniques are used at all times.
* Using lifting equipment suitable for work undertaking where possible
 | * Continue in the safe practices that are already being adhered to.
 | All | From 06/09/22 |
| **Noise**  | * During times that anyone will come into direct contact from loud, or continuous noise, long term hearing loss could happen.
 | * 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.
* Quiet running generators
 | * Continue wearing the correct PPE.
* PPE should be the last measure of control, look to remove loud noise where possible.
 | All | From 06/09/22 |
| **Safeguarding Young People and Vulnerable Adults.** | * Any Young Person and/or Vulnerable Adults could be at risk from people not following the correct POR. i.e Yellow Card
 | * 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
* Yellow card issued to all Adult Leaders and staff when registering on camp for the event
 | * 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
* DBS Checked adults on site to have different coloured wristband to adults attending for day only where no DBS in place.
* Zone staff to question all adults entering Zone and request to see event wristband
 | * Event Adult Lead
* All Event Staff
* Zone Staff
 | From 06/09/22 |
| **Moving blades and mechanisms** | * Risks of cuts to hands and fingers, also, entrapment of hands or feet within working blades.
 | * Never operate with the guards out of place, never place hands in to the danger zone, within the cutting cylinder or bottom blade.
* Ensure hands are never put in the area between transport locks or cutting units.
* If cylinder ever becomes blocked, use a stick, or similar to clear blockage – never hands, feed or other body parts.
 | Continue with the best practices. | Operators | From 06/09/22 |
| **Generators and Fuel** | * Injury from operation
 | * Generators to be kept out of way of main site traffic and persons.
* Generators to be clearly demarked and access restricted / fenced
* Operation by experienced persons only.
* Fuel to be stored in appropriate container and only sufficient quantities needed
* Fire Extinguishers in place near generator and in easy reach at all times
 | * Turn off and isolate when not required.
* Treat as hazard and continue with precautions.
* Where appropriate arrange use of camp store
* Spill kit on site in case of fuel /oil spillage
* Not to be running past 10:30pm on site and before 7:00am as quiet times on site.
 | * Fairy Staff
* Aubrey Townsend
* Jonathan Greer
 | From 06/09/22 |
| **On site traffic** | * Traffic injuries from vehicles on site.
 | * Deliveries and set up to be mostly achieved before event commences.
* Vehicles generally not permitted beyond parking areas except for agreed deliveries and collections.
* Pedestrian and vehicle route to site mostly separate.
* 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).
* Site clearance overseen by Fairies and core team on Sunday.
 | * Follow practices stated and generally minimise traffic on activity and camping site.
* 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.
 | * Fairy Team
* Adult Event Staff as welcoming Team
 | From 06/09/22 |
| **Traffic Control to site** | * Vehicle drivers and pedestrians on site
 | * One way system to site to be controlled by Fairy Event staff
* Coordination of traffic to site along ‘ONE WAY ROADWAY ENTRANCE’ by radio control between both ends of the roadway.
* Vehicles will be stopped from entering whilst vehicles exit the site and vice-versa.
* Vehicles to be parked and made stationary as quickly as possible on site and segregation of pedestrians from vehicles to be clear.
* Marshalls to restrict pedestrian movement in this area
* Max. speed limit for site 5 mph
 | * Warning signage at site entrance / exit
* Torch battens for use at night
* Hi-visibility jackets on all staff manning car-parking and vehicle movements
* Site speed limit
* Designated welcome Team adults to approach vehicles when stopped and highlight dangers and routes to registration
 |  | From 06/09/22 |
| **Fires on site** | * All in area of fire / buildings
 | * Fire Extinguishers / bucket of water at fire point
* Use Altar fires only
 |  | * All Adults & event set-up Team
 | From 06/09/22 |
| **Camping overnight pre-event** | * All Adults on site
 | * No Young People / Vulnerable Adults on site pre-event overnight
* No DBS required
 | * Check in with Horley Site Management on arrival
 | * All Adults & event set-up Team
 | From 06/09/22 |
| **Marquee installation** | * All adults on site & contractors
 | * Use Contractors RA
 | * Ensure safe working set up for contractor and no event staff enter this area until safe to do so instruction from Contractor
 | * Contractor
 | From 06/09/22 |