

# GOSPORTEERS CARNIVAL 2009

## Risk Assessment

### DUTIES OF EVENT STEWARDS

Duties to include:

- General crowd safety.
- Responding to emergencies and assisting Emergency Services if required.
- Investigating any potentially dangerous or unsafe situations or Occurrences and reporting to Event Lead Steward.
- Investigating any disturbance or incidents and reporting to Event Lead Steward.
- Taking lost children to the Lost Child Collection Point and reporting lost children to Event Coordinator (**Note that there must always be two Event Stewards to escort or accompany any child**)
- The event is geared to families and there should be low-key stewarding. But there must be a fast response to avoid trouble and to prevent injury to young children in particular.
- Event Stewards must not drink alcohol whilst on duty, including during their breaks, if any.
- Event Stewards must wear a "uniform" (e.g. High Vis jacket and/or baseball cap) at all times they are onsite.

Event Stewards must be aware of Event Procedures for First Aid provision,

Lost child arrangements, Fire and Emergency evacuation procedures on site. Event Stewards must know the location of evacuation areas.

- Event Stewards should have a copy of the event programme and be aware of the location of the First Aid post, lost child collection point public toilets, and Event Site Office.

### **LOST CHILDREN -GUIDANCE**

The designated "Lost Child Collection Point" will be **The P.A. Van**. Signs will be required to indicate the location.

All Event Stewards and event staff must be aware that there is an Event Child Protection Policy, this guidance concerns lost children.

Briefly this is as follows:

- Lost children must be fully supervised at all times by at least two event staff or members of St John Ambulance Services. It is important that two people supervise the lost child at all times, in order to prevent future allegations of abuse or mistreatment.

• Event Stewards shall report all lost children to the Event Coordinator. The Event Coordinator will arrange for a "lost child announcement" over the stage PA system if necessary.

**If an announcement has to be made over the PA DO NOT refer to the child (or children) specifically or give personal details, descriptions or names. Just say words to the effect of: "There is a lost child at the St John's Ambulance/Lost Child Collection Point. Will the parents or guardian please report there immediately?"**

- In the event that a child is reported missing by the parents or guardian, the Event Coordinator shall initially notify the Event Stewards only and ask them to look for the lost child on site. It is important that the notifying parent should stay at the Lost Child Collection point. If the lost child is not located by the Event Stewards within 10 minutes a public announcement will be made over the stage PA system. If the child still cannot be located the Event Coordinator will notify the Police of a missing child.
- If a child is reluctant to go with person claiming to be the parent or collecting adult obtain a second opinion from the police. The parent or guardian's signature and proof of identity should **also be obtained. (This should be recorded in the Event Incident Log Book held at the P.A. Van)**.
- Once a child has been reunited with their parent or guardian, inform Event Stewards, other staff and police immediately if they have been involved.

Continued over :-

As a stall holder you have health and safety responsibilities to your Staff to your Customers and the general public. The setting up and taking down of the stall, selling and temporary storing of goods must be done safely without endangering pedestrians, customers, event staff or your own staff. All vehicles shall enter and leave the site only under the direction of Event Stewards, who will be easily identifiable. In order **to protect the public, no vehicle movement will be allowed on site between 11:30am and** the end of the Event, except and with the agreement of the Event Lead Steward and in an emergency. In addition to normal health and safety practice, the following matters are suggested as guidance to ensure full compliance with the law:

All food stalls must additionally comply with the requirements of the Food Safety (General Food Hygiene) Regulations 1995.

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## **RISK ASSESSMENT**

HAZARD                      RISK CONTROL

Generators for stalls, family entertainers, stage equipment and PA Systems

For stage lighting and PA. enclose by temporary fencing.

For stalls -keep within confines of stall away from public.

Refuelling operations:- Fill with sufficient fuel to last for whole event time.

Refuel away from public before performance or trading areas.

Short circuit and electrocution Electrical connections and earthing for stage sound systems to be installed and checked by qualified electrician. Trip hazard from trailing wires Ensure all trailing wires and leads are fixed above head height or are adequately covered by protective strips or mats.

### **Stage equipment and PA system Short circuit and electrocution.**

Ensure adequate earthing and use of RCDs or circuit breakers.

ii) Installation by qualified electrician.

iii) Protection from wet weather.

Traffic:- Road traffic accidents involving pedestrians must be reported to **The Police.**

Stallholders' vehicles to be guided through crowds by Event Stewards

**Stewards to control Carnival Procession along its route.**

**Police will halt traffic at road junctions and two Stewards will remain at each junction to control traffic until Carnival Procession has cleared, then rejoin procession.**

**"Walkie/Talkie" Radios will be provided to assist stewards to maintain contact.**

**These must not be used for any other purpose.**

**Stewards to make sure that a safe distance is kept between Vehicles and Pedestrians.**

**Stewards must ensure that children are kept well clear of moving vehicles.**