



St. Ives Festival of Motorcycles

In aid of MAGPAS Air Ambulance & The Royal British Legion Poppy
Appeal **Sunday 1st July 2018**

Risk Assessment Guidance

We must provide a safe site at St Ives Town Centre for all people attending the event, therefore we need to ensure that all vendors, exhibitors and stallholders work with us by following some basic guidelines and rules.

General Rules

- Make sure you have carried out a Risk Assessment and have public liability insurance cover (commercial pitches only)
- Please ensure your pitch area is kept tidy at all times
- Please remove and take away any rubbish you generate
- Please ensure that if you are using an electrical device, it is safe and is not going to be affected by adverse weather
- Any electrical equipment used on site will require a Portable Appliance Test certificate
- If you are using a generator, gas or flammable materials ensure you have the correct basic firefighting equipment
- Please ensure that you do not obstruct paths and roadways
- Please ensure you stay within your agreed pitch area
- Any Vendors vehicle kept on site must be within the agreed pitch area
- All other Vendors' vehicles will need to be removed from site before 9am
- Please be on site to set up in plenty of time; the site will be open from 7am.
- If you are playing music covered by copyright or using a radio other than for personal use you must be covered by a PRS license

Vehicles and Site Access

- The main vehicle access point will close at 9am to all but emergency and official vehicles
- All vehicles on site will need to be parked up by 9am at the latest
- No vehicular movement will be allowed except in an emergency until after 4pm
- Announcements will be made once the site reopens for vehicle movement
- If during these times you need to move a vehicle you will need to gain permission from the organizers and have marshals to guide you
- We will aim to help you but cannot guarantee to allow vehicle movements between 10am and 4pm except in an emergency

Why Do We Need Risk Assessments?

For the Organising Committee to stage this event we must comply with the Health and Safety at Work Act, which requires us to ensure the safety of all persons attending the event. It is also part of the terms of our insurance policy to comply with all safety legislation. Because of this we require commercial exhibitors to carry out a Risk Assessment of the space they will be using and any process that they may undertake to ensure the safety of all attending the event.

A Risk Assessment is only meant to identify a hazard and to put control measures in place to reduce that hazard. An example is included to assist you in filling out the Risk Assessment Form.



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Please note: this is an important part of the booking process and we will not be able to continue with your booking without a completed Risk Assessment Form.

- It is your responsibility to carry the necessary public liability insurance; you must send a copy of this with your Booking Form
- It is your responsibility to carry out a Risk Assessment
- A Risk Assessment form is provided if you do not have your own
- Please use the following notes and examples to help you fill in the form
- You must send a copy of your risk assessment with your Booking Form

Risk Assessment Forms

Identifying the Hazards

All hazards should be identified. A hazard is something with the potential to cause harm, and should be assessed by the amount and degree of harm they could cause. The following should be taken into account.

- Any slipping, tripping or falling hazards
- Fire risk hazards
- Chemicals or other substances hazardous to health
- Moving parts of machinery in use
- Electrical safety hazards i.e. generators, portable appliances, wiring and connections
- Manual handling hazards
- High noise levels
- Any risk from specific activities or demonstrations
- Any vehicle movements
- Crowd intensity
- Structures

This list is only a guide and not exhaustive. Care should be taken to identify any other hazards associated with your activities.



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Example Form

Hazard identified	Persons at risk	Control measures	Risk level	Further action required to reduce risk	New risk level
Gazebo blowing over	Public and stall holders	None	Medium	Use weights to anchor gazebo	Low
Electrocution From power cables on wet ground	All persons in area	Keep cables off ground and use outdoor connectors	High	Use red adaptor	Low
Allergic reaction to face paints	Children being painted	Using quality approved paints	Medium	Check with parents to ensure child is not allergic to paints	Low