

## RISK ASSESSMENT FORM

NAME OF ASSESSOR	Sian Williams	DATE	19/07/2021	REF	AIC001
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AREA	Art In Clay, Windsor	EVENT/TASK BEING ASSESSED	To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
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**STATEMENT**

-This Risk Assessment has been put in place to assess the existing control measures that we have put in place, along with any additional controls to prevent any hazards occurring.  
 -The Show Director and Health and Safety Manager will review this risk assessment annually in the run up to the event, any updates will be made known to all of the Art in Clay staff, Helpers, Exhibitors and Visitors via email/social media.

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	EXISTING RISK CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROLS	NEW RISK RATING			ACTIONED/ MONITORED BY WHOM?	ACTIONED/ MONITORED BY WHEN?
			L	C	R		L	C	R		
Moving Vehicles & Deliveries- Other traffic, Visitors, Exhibitors and Art in Clay Staff	Art in Clay Staff*, Exhibitors, Visitors and Contractors.	-Event deliveries will be made prior to the arrival of exhibitors and visitors -Exhibitors are informed of a one-way system. -No vehicles are allowed on the show site during the opening times. -Park in designated car parks. -Deliveries made during set up and break down periods will be supervised.	2	4	8	-Control vehicle movement within the show site at set up and break down periods.	1	4	4	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Electricity, Cables & Generators- Electrocutation, Fire	Art in Clay Staff*, Exhibitors, Visitors and Contractors.	-Qualified electrician to set up and maintain show electrics -All equipment (Art in Clays & Exhibitors) to be pat tested. -Generators located to minimise access by authorised persons (screened off to limit access) -All generators checked by company prior to delivery on site. -All paperwork available on request to the company. -Distribution panels weather proofed. -Wiring protected by circuit breakers	2	5	10	-Cables will either be dug into the ground or covered with the appropriate cable covers if sat on top of the ground. -Electricity cables suspended and fixed above fire exits. -Electricity cables and sockets fixed above ground level around insides of marquees. -Fire extinguishers positioned by generators	1	5	5	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Fire- Burns, Panic	Art in Clay Staff*, Exhibitors, Visitors and Contractors.	-Fire extinguishers (Co2 and/or foam and/or water) according to Purple Guide & Fire Service (and hired in contractors' advice will be located just outside of each	2	3	6	-Demonstrators located away from marquees and are in a roped-up area. -There will be 6 fire exits in both of the large marquees (which	1	3	3	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.

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		of the exhibitor marquees (at the entrances), at the Clay Creation Zone & Raku Firing Station, each Food Zone, the show entrance and at the Campsite (which will include a trolley with a bell on). -There will be 3 fire points on the campsite including a trolley with a bell on. All plots for camping will be spaced out at a 2-3 metre distance, to reduce the risk of fire spreading. All exhibitors will be informed during check in regard to the points and what to do in the event of a fire.				includes the 3 entrances, which will also be classed as a fire exit in case of an emergency). -There will be 5 fire exits in the smaller marquee (which includes the 2 entrances at the front). -Signs at all fire exits -No smoking allowed in the marquees. -Campers informed no open fires, barbeques or candles allowed on campsite. -Materials to be fire retardant where possible					
Insect Bites, Sun Burn & Heat Exhaustion	Art in Clay Staff*	-Provide insect and repellent and sunscreen. -Advise to stay out of direct sunshine as much as possible.	2	2	4	-Provide access to drinking water and refreshments, allow frequent refreshment and rest breaks. -Hats are provided to all helpers & staff to help protect from sun burn.	1	2	2	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Clay Creation Zone-Visitors, Children Area	All Onsite Visitors	-Area is supervised at all times. -One to One instruction whilst throwing a pot on the wheel.	2	1	2	-A parent or carer must remain with the child at all times whilst in the Clay Creation Zone.	1	1	1	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Security at Night- Security for Exhibitors Work, Contractors Equipment and Exhibitors whilst camping	Art in Clay Staff* and Exhibitors	-All campers will be issued with an identity bracelet to be worn at all times. -No one is allowed on site after the show closes unless wearing a bracelet.	2	1	2	-Security Officer will be patrolling the marquee overnight -Security Officer's phone number will be given to all campers, in case of an emergency.	1	1	1	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Erection and Maintenance of Marquees over the weekend- Trips, Fire, Weather Issues and Falling Objects	Art in Clay Staff*, Exhibitors, Visitors and Contractors.	-Use an established company with a good reputation. -Use only marquees which meet fire regulations. -Final inspection of all marquees by show coordinator and company representative prior to allowing staff and/or exhibitors into marquees to ensure they are safe. -Regular checks of guide ropes, pegs and support poles by show coordinator over the weekend.	2	4	8	-Emergency weekend cover by the marquee company, should any problems occur (such as inclement weather, in particular, high winds). -Marquee company available 24 hours a day whilst marquees are in use, contact by phone. -Fire Extinguishers placed in each large marquee area.	1	4	4	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Set Up of Show- Manual Handling, Working at Height,	Art in Clay Staff* and Contractors	<b>Staff, Volunteers and helpers are asked to assist with the set up of the show, which can</b>	2	2	4	-Making sure that all of the Art in Clay Staff, have signed to say that they have received adequate	1	2	2	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.

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Equipment for installing cables		<p><b>include the following tasks and risks, adequate training and an introduction briefing had been put in place to assist with these tasks to ensure that H&amp;S procedures set out in the event management plan are followed:</b></p> <ul style="list-style-type: none"> <li>-Helping to arrange the staffs by placing table/chairs in the correct locations.</li> <li>-Helping exhibitors to set up their stand.</li> <li>-Moving of clay to exhibitors stands, talk/demo areas and Clay Creation Zone.</li> <li>-Helping to put up signage which may require a ladder.</li> <li>-Electric Team helping to install electric cables throughout the site, managed by the onsite electrician.</li> </ul>				<p>training, to complete the tasks, during their introduction briefing.</p> <ul style="list-style-type: none"> <li>-All Art in Clay Staff are to ask for assistance, when dealing with heavy/large goods, to comply with the manual handling guidelines.</li> </ul>					
Catering- Food Hygiene	Art in Clay Staff*, Helpers, Exhibitors and Visitors	<ul style="list-style-type: none"> <li>-Use an established catering company with a good reputation.</li> <li>-Please see risk assessment provided by the contracted caterer.</li> <li>-Ensure that all food outlets comply with food hygiene regulations.</li> <li>-Ensure refrigeration available for chilled foods.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>-Ensure hand-washing facilities.</li> <li>-Ensure all rubbish disposed of into suitable containers and the areas around all food outlets kept clean and tidy.</li> </ul>	1	1	1	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Minor Injuries- Minor Injuries, Emergencies to Visitors whilst at the event	Art in Clay Staff*, Helpers, Exhibitors and Visitors	<ul style="list-style-type: none"> <li>-Provide First Aid cover by a Qualified First Aid Team.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>-Should an incident occur to any Art in Clay Staff Member, Exhibitor or Visitor whilst at the show, then the nearest First Aider will take charge.</li> </ul>	1	2	2	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Outside Making & Firing Demonstration- Fire, Injuries	All onsite Visitors	<ul style="list-style-type: none"> <li>-Demonstration areas roped off.</li> <li>-Demonstration equipment secured when not in use.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>-Signs to say visitors must stay outside roped area.</li> </ul>	1	3	3		
Falls from Height- Falls and Falling Objects	Art in Clay Staff*, Helpers, Exhibitors and Visitors	<ul style="list-style-type: none"> <li>-All sign and banner erection supervised by staff.</li> <li>-Proper equipment e.g., ladders to be used for this purpose.</li> <li>-All signage to be erected prior to visitors on site.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>-Minimum two staff/helpers working together to erect signage.</li> </ul>	1	3	3	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.

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Slips, Trips and Falls	Art in Clay Staff*, Helpers, Exhibitors and Visitors	-After Erection of all Marquees, they are to be checked out by the Contractor to ensure that everything is secure. -Sign at entrance to advise Visitors that the show takes place in a field, so the ground can be uneven in places and to take care whilst on site.	2	3	6	-Regular checks of guide ropes, pegs and support poles by Show Coordinator over the weekend. While gaffer tape is put on pegs around all the Marquee entrances & fire exits. -Cables will either be dug into the ground or covered with the appropriate cable covers if sat on top of the ground. -All walkways and gangways to be kept free of obstructions. -Exhibitors to ensure that they keep within their allocated area, so that there is enough room provided for visitors to pass through the Marquee without any hazards.	1	3	3	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Contractors/Exhibitors-Insurance	Contractors and Exhibitors	-Must provide Public Liability Insurance certificate prior to event. -Contractors must provide a Method Statement prior to event.	2	1	2	-Event Insurance is taken out to cover for Marquees & Generators as well as Public Liability.	1	1	1	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.
Child Protection- Lost Child, Child Care during Event	All Visitors	-Any lost children identified by helpers/staff will be brought to the information/organisers tent to ensure that they are safe. -The Tannoy system will be used to announce missing child having been found and to encourage the parents to come to the information/organisers tent.	2	1	2	-A parent or carer must always remain with their child/children whilst in the Clay Creation Zone. A disclaimer will be on display in this area to notify parents of this.	1	1	1	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed annually before each event.

\*Art in Clay Staff- Art in Clay Staff/Helpers & Volunteers

REVIEW DATE	Reviewed Annually, before each Event	SIGNATURE	H.Ault/S.Williams
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### Risk Rating Calculator

Likelihood that hazardous event will occur:	
1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Consequence of hazardous event:	
1	Insignificant- No injury
2	Minor-Minor injuries needing first aid
3	Moderate- Up to three days' absence
4	Major- Up to seven days' absence
5	Catastrophic- Death

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Action Level Table

Risk Rating	Action
20-25	Stop- Stop activity and take immediate action
15-16	Urgent Action- Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action- Improve within specified timescale
3-6	Monitor- Look to improve at next review or if there is a significant change
1-2	No Action- No further action but ensure controls are maintained and reviewed