

## Event Risk Assessment

### Sedgefield Winter Beer Festival 5<sup>th</sup> & 6<sup>th</sup> February 2016

#### Description;

The event is organised by Sedgefield Harriers running and athletics club to raise funds for the clubs' sister organisation Friends of Sedgefield Harriers. Funds will be raised by the sale of beers, ciders, soft drinks and other refreshments. There will be musical entertainment provided during the event and this will be amplified. The event is held in Sedgefield Parish Hall community facility rented from Sedgefield Town Council for the duration of the event. Facilities at the hall have been booked from 9am on the morning of Thursday 4<sup>th</sup> February through to midnight on Saturday 6<sup>th</sup> February. Set-up of beers and ciders will take place on Thursday 4<sup>th</sup> February and Friday 5<sup>th</sup> February up to 19.00. The event will be open to the public from 7pm to 11.30pm on Friday 4<sup>th</sup> February and from 1pm to 11.30pm on Saturday 5<sup>th</sup> February. Clearing up and take-down will be between 11.30pm and midnight on Friday 5<sup>th</sup> and Saturday 6<sup>th</sup> February.

#### General Hazards

Severity of occurrence plus outcome: H=high, M=medium, L=low

Fire and major incident	H	The organisers will familiarise themselves with the evacuation procedure for the Parish Hall. Volunteers will be briefed about the fire and major incident procedures for the Parish Hall including the evacuation procedure. The event manager for each night will inspect evacuation pathways before the event starts and monitor them during the event.
Medical cover	H	In the event of an accident or illness the victim will be advised to attend hospital or an ambulance will be called depending on severity.
Under age	M	Staff will be briefed regarding the policy towards under age persons being allowed into the event and that anyone under age should not be served or given alcohol.
Trailing cables	M	The event manager for each night will carry out an inspection at the beginning of the night and ensure trailing cables used by the musicians are removed or taped down.
Persons under the influence of alcohol	M	Volunteers will be briefed about how to deal with a situation involving persons under the influence of alcohol who may present a hazard to themselves or others. This will include calling the emergency services if circumstances require.
Disturbance and disorder	M	Volunteers will be briefed about how to deal with a situation involving a disturbance or disorder. This will include calling the police if circumstances require.
Handling of cash	M	The event manager for the evening will review the amount of cash held at service points during the event and remove to a secure place when necessary.
Glass	M	Volunteers will be briefed to ensure glasses are not removed from the Parish Hall or taken outside. Empty

		glasses will be collected regularly.
Spillages and slippery floors	M	Any spillages will be cleaned up immediately

**Prepared by: Ean Parsons**

**Date: 19.1.16**