

# Cinque Port Town of New Romney



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## Assessing the risk at your event

This form is designed to help you think about the aspects of your event which may involve a level of risk, what accidents could happen and how you help prevent them.

Take your time to think about all possible hazards at your event - anything that could cause harm to anyone. It is best to start right at the beginning of the event. Setting up and closing down an event is often more hazardous than the event as the machinery, structures and vehicles arrive and leave the event site.

Then think about, for example, crowd management, cooking equipment and possible fire, animals, moving vehicles or children's amusements like roundabout rides.

Responsibility for ensuring the safety of those employed at, and attending, the event is entirely yours.

Using the form overleaf please compile a comprehensive Risk Assessment of your event.

An **example** (below) is shown to help you complete your Risk assessment.

Hazard e.g. machinery electrical equipment fuel, vehicles, structures, crowds	What could go wrong ?	Who is likely to be injured from these items ?	How are you going to <b>reduce</b> the possibility of someone being injured from these items ?	Do you think anything else could or should be done ?
Generator Petrol,	Fire, Explosion, Skin re-action to chemicals.	Event employees, Members of the public.	Fuel to be stored safely. Only trained personnel to use equipment. Protective clothing to be issued.	Could have a member of staff to supervise generator at all times.
Crowds	Crushing	Any person at event.	Design layout of event to reduce concentration of people in any one place.	Stewarding volunteers or professional company.

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Contact by telephone - Monday & Wednesday 8.30 - 4.30, Friday 8.30 - 3.30  
Payments & Enquiry Office Open 9.00 - 12.00 Noon, Mon. Wed. Fri





# Kent Fire & Rescue Service

FIRE RISK ASSESSMENT		
	YES	NO
Does the event venue have a fire risk assessment?		
If so, does it incorporate your event?		
<b>Note: if this event is in a building, the building does require a full fire risk assessment</b>		
<b>If this is an open air event, please indicate if the following have been considered</b>		
	YES	NO
Is there adequate means of escape from any fire?		
Is there a facility for calling the emergency services?		
Is there access to the venue for emergency vehicles?		
Is car parking being managed in a safe environment?		
Are all Staff/Helpers aware of emergency procedures?		
Is there a means of alerting the attendees about any fire/incident?		
Is there adequate emergency lighting? E.g. torches		
Is there adequate fire fighting equipment?		
Has all electrical equipment been safety tested?		
<b>Any tick in the 'no' column to be explained in your 'event risk assessment'</b>		
<b>If any other potential fire risks are allowed (e.g. barbeques, smoking), they should be explained in the 'event risk assessment'</b>		