



Stow on the Wold Motor Club



**Specific Risk Assessment-
Biennial Summer Show**

Hazard - Assessment: [Subject being assessed e.g. Use of a machine, A work area, Cash handling, etc]

Event: Stow Car Show

Location / Work Area

Stow on the Wold QE II Cricket Field

Risks Identified (e.g. Hazard / Oil Spillage-Risk / Serious injury due to slips and falls).

Use your general risk assessments supplied, to assist you with the identification of your hazards.

Vehicles; parking, moving and displays.

Access and Egress; open area slips trips and falls, including adverse weather.

Fire safety; to all areas including show areas, vendors, displays and show public.

First aid: general provision for issues from event as well as general public care.

Food hygiene vendors; controls and suitable condition for consumption.

Other contractors, including lighting and audio for electrical safety.

General electrical safety.

Event security and marshalling; including the initial show parking, visitor controls parking and working trail/post-event marshalling.

Accident reporting and procedure.

General welfare provision.

Environmental contamination.

Waste controls and disposal.

Persons at Risk (enter a ✓ in the box of those affected)

Employees	✓	Under 18s and the Elderly (General public)	✓
Contractors	✓	Pregnant Worker or Disable Visitors (General Public)	✓
General Public	✓	Others (e.g. Disabled Workers)	✓

Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)

Suitably trained and experienced marshals will be provided for general crowd and vehicle movement control and direction. A briefing will be given by the senior marshal so as to inform about any required duties, expectations and restrictions which may be necessary. Radio communication will be established between event organisers & all safety staff.

Clear routes of ingress and egress will be taped/marked as required, to include a suitably communicated system of colour and instruction with informed marshals able to aid directions as necessary. Uneven areas to be corrected where possible or signed. Access ramps (temporary) to welfare facilities to be installed to allow access to the venue. Potential adverse weather will be assessed prior to undertaking the event. If the organisers deem conditions too severe, a postponement will be made. If the event continues and there is a small amount of areas of concern, or adverse conditions occur on the day of the event, additional warnings will be made by either sign and/or verbal via the marshals. The site will have regular patrols to ensure no debris builds up to cause additional trip hazards or fuel for fires. **NOTE: In case of emergency, the single lane access road from the main gate to the event site must be kept clear at all times**

General security will be controlled by the venue, marshals and the "on duty" members of the driver's club. Access to the event by either visitor ticket or show entry passes. All children under 16 must be accompanied by an adult, signs to be posted. Dogs will be allowed onto the site, but only if kept on a lead.

Nominated fire points, suitably communicated, are kept ready in the venue areas with suitable first reaction fire equipment. Venue alarms and firefighting equipment is active and ready. There is a clearly displayed evacuation plan for the venue site and there is an overall plan which is communicated to marshals during the morning briefing. Fire fighting for the external contractors will be the remit of the specific contractor to supply and control all fire risks as part of the supply of services to the event; this will include food and beverage suppliers and electrical and audio contractors. Suitable risk assessments and fire control documentation will have been gained from each contractor prior to the event.

All "on duty" club members and marshals shall be briefed as to the location of the first aid provision in the event areas. First aid within the marquee will remain as assessed and notified in the club.

Control of the chosen contractors will be at the approval of the event organisers and the pre-qualification requirements, e.g.



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risk assessments, proof of competence and liability insurances, etc. Any concerns during the event should be made direct to

Existing Risk Controls (continued)

All marshals will have been given attendance advice for adverse weather that occurs on the day. They are to wear suitable and sensible footwear for the days event and have a selection of appropriate clothing easily available to them. Advice will also be given for additional factors, e.g. use of sun screen and insect repellent. Rest allowance has been made for duty personnel to rest and shelter in the marquees provided. Visitors and show members will also be advised to make use of facilities like the marquees etc.

Electrical safety will be the party of the supply of service from each contractor. All trailing leads must be covered or in runs away from the general public or any other activity. Appropriate weather-proof equipment must be used by the contractor for the situation, e.g. cable runs must take into account adverse weather and possible water ingress. Where required for individual electrical supply, only diesel generators are permitted.

There is a set accident/incident reporting process in place. All "on duty" club members and marshals will be briefed in the process. All persons involved in an accident/incident where injury is suspected, even if not evident, must report to the venue first aid station. For serious incidents Emergency Services should be called on 999. Confirmation of who called 999 must be given. All accidents/incidents are to be reported to either Ben Eddolls or Geoff Parkes together with full details and information, for the purpose of recording and possible investigation.

No vehicles, either as a visitor, show competitor or trail entrant can carry out any refuelling, oil changes or any other environmental contaminant works which may give rise to a spillage. All show vehicle entrants must maintain their vehicle and any emissions from that vehicle so that all issues, leaks or fluids are controlled. They are to use whatever means is required but not limited to absorbent materials and spill kits or catch trays and reusable containers. Any uncontrolled spillage must be reported without delay and the fire marshal's must be informed. The spill area will be isolated.

All contractors are responsible for any waste produced by the activities at the event. All waste produced will be responsibly removed and disposed of within individual policy and legal requirements.

TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS. Select from the table below the likelihood of harm and the severity of the harm.

Copy this symbol into the appropriate box please: ✓

Likelihood of Harm/Injury	Highly Likely	3	Possible	2	Remote	1
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Severity of Harm/Injury	Fatality	5	Critical	4	Serious	3	Marginal	2	Minimal	1
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

2	x	3	=	6	Very High Risk 10+	Medium Risk 5-9	Low Risk 1-4
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a ✓ in the relevant box below)

Continual	Frequent	Minimal
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Now you have completed your initial assessment answer the question below:-

Do you consider the risk controls adequate?	Yes	No
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Risk Assessment:	Ref No:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:

What further ACTION is required to reduce the risk

Confirmation of further controls or site procedures to be gained from the venue.

Action to be implemented by:	Target Date:	Completed Date:

Initial assessment completed by:	Name:	Signature:	Date:

Assessment review:	Date of first review:

Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Annual Review: <input type="checkbox"/>	Changes: <input type="checkbox"/>	Accident/Incident: <input type="checkbox"/>
Comments: Change of venue.			

Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Annual Review: <input type="checkbox"/>	Changes: <input type="checkbox"/>	Accident/Incident: <input type="checkbox"/>
Comments:			

Assessment review completed by:	Name:	Signature:	Date:
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Comments:			