

Dornoch Festival Week

Date of risk assessment: July 2017

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
1) Event Preparation	Personnel conducting the activity being injured by faulty equipment or using incorrect procedures.	<p>All equipment to be inspected for serviceability and to ensure all elements are present. Erecting of equipment is to take place prior to events beginning.</p> <p>Instructions manuals are to be followed to ensure correct procedures are used.</p> <p>Marquee is erected by 3rd Party (Dornoch Highland Gathering) which is responsible and insured for its correct erection and safety.</p>		All Committee members and volunteers	Prior to FW	
2) Installation of lighting and electrical supply within the tents	Risk of electrocution from faulty or poorly installed equipment	<p>All equipment is to be inspected for serviceability and installation is to be undertaken by an appropriately qualified person.</p> <p>All cabling is to be positioned at high level or if on the ground to be marked and protected.</p> <p>Electricity supply is to be of the appropriate rating for the audio visual equipment used to ensure circuits are not overloaded.</p> <p>Electricity in Marquee is installed by 3rd party (Dornoch Highland Gathering) which is responsible for it's correct and safe installation.</p>		All committee members and volunteers	Prior and During FW	

3) Protection of vulnerable groups	Persons in vulnerable groups may be subject to abuse or harassment and be at greater risk of trips and falls	<p>Members are to be briefed to maintain vigilance in order to identify persons in such groups and monitor activity in their presence. Parents will be informed that all children under 7years must be accompanied by a responsible adult.</p> <p>Festival week members are not have lone contact with any member of a vulnerable group.</p> <p>Whilst the public may take photo's members should be briefed to be alert to anyone paying undue attention to photographing any member of a vulnerable group.</p> <p>Anyone suspected of belonging to a vulnerable group is not to be encouraged to over spend at the stalls.</p>		All committee members and volunteers	During FW	
4) Financial Control	Improper/poor accounting may result in loss of money on the day	<p>At least 2 members to be on duty throughout the event.</p> <p>Payment area for sale of tickets/admission etc to be clearly signed and observed at all times.</p> <p>Secure boxes to be provided which are to be kept in a position inaccessible to the public.</p> <p>Monies to be counted/checked by 2 people and handed to treasurer at earliest opportunity.</p>		All committee members and volunteers	During FW	
5) Emergency First Aid	Personal accident or illness to volunteers and public.	<p>Any requirement for first aid is to be met initially by those present and if required the civilian emergency services.</p> <p>At all times there will be at least one Festival Week Volunteer who is familiar with first aid and method of contacting any duty personnel.</p> <p>Many of the activates occur during the day so nearby chemist and Doctors surgery is open.</p>		All committee members and volunteers	During FW	
6) Fire Precautions	Risk of injury or death from fire risk associated with tent	Smoking to be prohibited in marquee. No cooking or heating equipment will be used in the marquee. All electricity in the marquee will be installed and/or checked by a qualified electrical engineer		All committee members, volunteers & participants	Prior and During FW	*Hint, tab here for new row*
7) Pet Show	Possible injury to participants caused by pets	Dogs are to be kept on leads and cats/birds in cages		All committee members, volunteers & participants	During Event	

8) Treasure Hunt (s)	Possible injury from cars whilst crossing road	An adult whilst participating must accompany all children under 7.		All committee members, volunteers & participants	During event	
9) Pipe band	Possible injury from cars while crossing road	Square closed to traffic as organized by pipe band for regular displays		All committee members, volunteers & third party	During event	
10) 5 – a – side Football and Fancy Dress Football	Injury to participants	This activity is run by the Football Club who are used to injuries caused by playing football and experienced in applying first aid and/or arranging emergency treatment. Festival week volunteers are also present		All committee members, volunteers & third party	During event	
11) Kids Sports	Injury to participants	Activity run by volunteer and FW members are also present. A responsible adult must stay with any children under 7 years of age. Any requirement for first aid is to be met initially by those present and if required the civilian emergency services.		All committee members, volunteers & participants	During event	
12) Car treasure hunt	Car Crash	Every participant drives and insures own car and is reminded to abide by speed limits at all times. Each car is timed so each participant starts separately in an orderly fashion		All committee members, volunteers & participants	During event	
13) Kids disco	Inappropriate use of substances and/or injury	All participants under 7 years old must be accompanied by a responsible adult.		All committee members, volunteers & participants	During event	
14) Teddy bears picnic	Risk of children choking on picnic items	All participants under 7 years old must be accompanied by a responsible adult.		All committee members, volunteers & participants	During event	

<p>15) Duck Race</p>	<p>Overenthusiastic members of public falling into burn as the monitor the progress of ducks.</p> <p>Persons in vulnerable groups may be subject to abused or harassment and be at greater risk of trips and falling into the burn.</p> <p>Volunteers entering the water to release and collect ducks at greater risk of slipping and falling in burn</p>	<p>Festival week volunteers will monitor spectator movement and direct people on to safe routes, with particular concern for vulnerable persons.</p> <p>Whilst the public may take photos, Festival week staff will be alert to anyone paying undue attention to photographing any member of a vulnerable group</p> <p>Any requirement for first aid is to be met initially by those present and if required the civilian emergency services.</p>		<p>All committee members and volunteers</p>	<p>Prior and During event</p>	
----------------------	---	---	--	---	-------------------------------	--