

Event Risk Assessment

Event Name	Wretton Parish Council D-Day Anniversary		
Date	6th June 2024	Venue	Wretton Village Green

Activity/Area of Concern i.e. what is taking place as part of the event	Hazards Identified i.e. what can cause harm	Persons at Risk i.e. who could be harmed by the hazard	Current Risk Factor (high, medium or low) i.e. determine the level of risk	Actions to be taken to minimise each Risk i.e. what action can you take to lower the level of risk	New Risk Factor (high, medium or low) i.e. risk factor after action taken to minimise the risk
Event set up	Jars and tealights to be set up one hour before the event	Organisers	Low	Jars and tealights not to be left unattended once set up. Organisers to remain on site	Low
The 'Hollow'	Risk of tripping/falling into hollow	Members of the public and organisers	Medium	Set up the main event as far away from hollow as possible. Encourage members of the public to bring torches to illuminate their way	Low
First Aid	Minor injuries and general accidents	Members of the public and organisers	Low	First aid kit available in the Church	Low
Refreshments	Food allergies	Members of the public and organiser	Medium	Signs to indicate that cakes may contain allergens	Low

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Car parking	Injuries caused by moving vehicles	Members of the public and organisers	Low	Encourage members of the public to walk to the event. Encourage considerate parking along Church Road (30mph) No parking on Church Path or unmade section of Church Road adjacent to the Green. No parking signs on approach to these areas.	Low
Crowd management	Pinch points, overcrowding	Members of the public and organisers	Low	Overcrowding not expected at this event. Village Green is a large area.	Low
Risk of fire	Burn injuries	Members of the public and organisers	Low	Only members of the PC to light tea lights in glass jars. Hi vis to be worn.	Low
Very wet weather on the evening	Public slipping	Members of the public and organisers	Low	Cancel the event or set up in the Church	Low
Strong winds	Falling trees or debris	Members of the public and organisers	Medium	Organiser to monitor weather forecasts prior to the event. If strong winds or gusts are likely to exceed 30mph then the event must be cancelled or set up in the Church	Low

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Tealight management after the event	Extinguish tealights	Members of the public and organisers	Low	Ensure that all tealights are fully extinguished after the event	Low
Event close down	Litter and other debris generated by the event	Complaints from members of the public	Low	Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers as soon as possible in daylight hours removing glass jar, tealights and signage.	Low