

# Approaching GROSMTONT EVENTS for support on an event

Grosmont Events is a community-based collective focussed on organising, through volunteers, social events for the benefit and enjoyment of all in Grosmont as well as supporting independent events or activities which our village or community organises, supports and benefits from. Generally, only limited support will be available for private or commercial events.

This is a simple questionnaire to help you approach Grosmont Events to support an event or other local activity. That support may be finance, expertise or just helping find volunteers, like-minded people or a venue. It comprises some simple information gathering together with some questions to prompt you and Grosmont Events to ensure important issues are considered and that the event runs smoothly. Come and talk to us in the first instance and we'll help to sort things out.

Following the initial discussion please also complete our RISK ASSESSMENT FORM where necessary. The completed forms should be submitted to Grosmont Events and will be discussed at the next meeting which you will be encouraged to attend. It would be helpful if regular updates are submitted during the planning stages and after the event to help with planning in the future.

Details of the event that you would like to run	
When would you like to hold the event (planned date or timeframe)	
Is this a commercial (i.e. are you hoping to make money for yourself) or a community (i.e. any profit going to the community) event?	
How many people do you expect to attend/be involved?	
Do you expect your event to bring additional traffic into the village? If so what steps are being taken to deal with parking and traffic management?	
Do you have a preferred venue in the village?	
What insurance provision is needed?	
<b>Please note that if the event is in support of a major charity, support may be limited to helping with venues, volunteers, equipment – the sponsoring charity should advise on insurance.</b>	
Will children or young people be involved? If so, what arrangements are needed over safeguarding?	
Will food be provided or sold? If so, who is responsible for hygiene and food standards?	
Is alcohol being sold or made available? Who is responsible for any licensing requirements?	
Do you need volunteers from Grosmont Events to help you? If so, in what capacity?	
Do you need equipment? If so, what?	
Your/Event Organiser's Name	
Email/telephone number	

# GROSMONT EVENTS event risk assessment

<b>Event</b>	
<b>Event Location</b>	
<b>Event Date</b>	
Ref No (for GE admin use)	

<b>Potential Effect:</b>						
<b>Hazard</b>	<b>Likelihood</b>			<b>Risk Class</b>		
	Low	Medium	High	Low	Medium	High
Spectators/Attendees						
Children						
Coordinators						
Moving Vehicles						
Visibility						
Animals						
Nearby properties						
Weather						
Food						
Fire						
Safe handling of equipment						
Number of persons at risk:						
<i>Volunteers</i>	<i>Contractors:</i>			<i>Public:</i>		
Current Controls: Give details of potential hazards and safeguards						

Assessment Completed By:	Assessment Date:

Potential Hazards	Considerations
Spectators/Attendees	<ul style="list-style-type: none"> <li>• Have all hazards been considered and safety measures (such as cordons and marshals) out in place?</li> </ul>
Children	<ul style="list-style-type: none"> <li>• Activities with children to be in full view of others</li> <li>• Brief volunteers working with children on safe working practices</li> <li>• Information and meeting point should be provided and clearly signed in case of children and parents becoming separated</li> </ul>
Coordinators	<ul style="list-style-type: none"> <li>• Supplied with Hi-Viz vests</li> <li>• Aware of role and what to do in an emergency</li> <li>• Know how to use equipment safely</li> </ul>
Moving Vehicles	<ul style="list-style-type: none"> <li>• Has thought been given to parking or other road traffic issues?</li> <li>• Will you need designated parking areas?</li> <li>• How many marshals do you need (note marshals to be equipped with hi-visibility clothing)</li> </ul>
Visibility	<ul style="list-style-type: none"> <li>• Will it be dark – do you have sufficient lighting. Contractors and public advised to have torches?</li> <li>• Consider safety around moving vehicles</li> </ul>
Animals	<ul style="list-style-type: none"> <li>• Are dogs allowed to attend the event? If so, they should be kept on leads</li> <li>• Has consideration been given to farm animals?</li> </ul>
Nearby properties	<ul style="list-style-type: none"> <li>• Is there any potential disruption to other people/properties in the village?</li> <li>• Do you need to advise/canvas local properties?</li> </ul>
Weather	<ul style="list-style-type: none"> <li>• Is the event weather dependent?</li> <li>• What are the risks involved if the ground is wet/slippery</li> <li>• Do you need to give advice regarding clothing/footwear?</li> </ul>
Food	<ul style="list-style-type: none"> <li>• Food to be prepared by Cert 2 Food Hygiene certified personnel</li> <li>• How and where will the food be prepared? Is there risk to the public (e.g. from hot barbeque)</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Is there a risk of fire?</li> <li>• Do you have fire extinguishers and water available if there is a risk of fire?</li> <li>• Exit and Evacuation in place?</li> <li>• Nominated person to call emergency services?</li> <li>• If a bonfire is involved, have the building materials been monitored for suitability? Is the area around the fire cordoned off and marshalled?</li> <li>• Paper and firelighter to be used to start fire – no cardboard and no accelerants (such as petrol)</li> </ul>
Safe handling of equipment	<ul style="list-style-type: none"> <li>• Locate loading/unloading point to minimise distances for equipment to be carried</li> <li>• Demonstrate safe lifting and handling techniques</li> <li>• Displays should be assemble before public are admitted to site and dismantled after they depart</li> <li>• If available, use wheelbarrows and other handling aids to move heavier items</li> <li>• Ensure routes for transporting tools and materials are kept clear</li> </ul>
Slips, trips and falls	<ul style="list-style-type: none"> <li>• Displays and barriers must not protrude into walkways.</li> <li>• Ensure routes for transporting tools and materials are kept clear</li> <li>• Keep walkways clear of rubbish, cables and other items</li> <li>• Check walkways frequently throughout event to ensure no build-up of rubbish</li> <li>• Prepare evacuation plan and brief all volunteers on its contents</li> </ul>