

YOUTH EVENTS RISK ASSESSMENTS (INC. COVID COMPLIANCE)

ACTIVITY CINEMA SCREENINGS
DATE 26.10.21
LOCATION VICTORIA HALL, WEST GREEN ROAD

DATE OF ASSESSMENT 26.07.21
DATE OF REVIEW 25.10.21

Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Employees Volunteers Contractors	Avoid manual handling where possible. Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Use individuals who have been trained in manual handling techniques i.e Halls Caretaker to set up rooms.	Low	Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <input type="checkbox"/> Not to lift unless comfortable in doing so <input type="checkbox"/> Wherever possible, lift items with assistance rather than alone	Low
Equipment and Electrical Failure E.g. Injuries to those	Employees Volunteers Contractors	Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have taken place.	High	Ensure that all fixed electrical installations have been checked and certificated by a competent person.	Low
First aid and Emergency Arrangements	Members of Public Employees Volunteers Contractors	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile). Event Safety Guide states that for small events this "should never be less than two first aiders, to allow for contingencies". Ensure that first aid provision is clearly signposted at the event.	Medium		Low
Children and Young Persons E.g. A young person taking unnecessary risks resulting in injury	Members of Public Employees Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are participating in an event, there should be adequate supervision at all times, such as parents.	Low		Low

Crowd Management E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Employees Volunteers Contractors	Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)	Medium	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that: • All exits are unlocked; • Escape routes are clear; • Emergency lighting works; • Fire-fighting equipment and alarms are in full working order.	Low
Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Employees Volunteers Contractors	Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event. Ensure suitable type of waste receptacles are selected	Medium	Ensure that special attention is made to areas such as: <input type="checkbox"/> Approach to the event (e.g. surrounding streets and/or land) <input type="checkbox"/> Entrances and exits <input type="checkbox"/> Arenas and stages <input type="checkbox"/> First aid areas <input type="checkbox"/> Catering areas	Low
COVID AWARE Hazard & Potential Consequences - Harm identified is spread of COVID infection	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
Crowd Management	Members of Public Employees Volunteers Contractors	Stewards and venue management to be included in maximum capacity calculations. Head count system to be in place to ensure numbers attending do not exceed capacity. Pre-booking process in place to adequately manage numbers. Venue numbers to be adhered to at all times.	Medium	Persons not pre-booked will not be permitted to enter/join.	Low
		Identify pinch points/junctions and implement suitable social distancing measures at these points such as one way system Consider staggering arrival and leave times to prevent crowds or surges, if bookings are high	Medium	Signage required to support where needed	Low
		Where possible peg doors open (Note: fire doors cannot be held open by any means unless on a self- closure).	Medium		

Social Distancing	Members of Public Employees Volunteers Contractors	Enable all present to adhere to social distancing – floor marking, posters including in toilets, refreshment areas or other pinch points. Stagger access and egress in to and out of the venue. One way or keep left systems to be implemented and managed Maximum occupancy numbers to be displayed on doors at internal venues Seating areas to be grouped by household and socially distanced 2m or 1m with other mitigation measures.	Medium		
Transport to/from site Vehicles	Members of Public Employees Volunteers Contractors	Consider if and how the event will be advertised, who is likely to attend and how they will travel. Event organiser not to place additional pressure on any form of public transport Event organiser to ensure sufficient parking allocations for numbers attending event and include Marshalls. Car parks, cycle bays or motor bike parking not to create additional pinch points	Medium	Event only open to residents of Hartley Wintney Parish.	Low
			Medium	Action plan in place should car park become full.	Low
			Medium		
High contact areas	Members of Public Employees Volunteers Contractors	Quarantine areas close to medical/first aid locations to hold those who become ill Increase cleaning of door handles and facilities including high contact points such as door handles Hygiene stations at all access and egress points – hand sanitiser or wipes Adequate toilet provision and regular cleaning. Were possible cashless systems to be implemented when using booking system.	Medium		
			Medium		
			Medium		
			Medium		
			Medium		
Provision of PPE	Members of Public Employees Volunteers Contractors	Where 2m distancing cannot be maintained or controlled you must assess PPE provision for staff It is encouraged to wear face coverings in certain indoor environments. Where required - Provide signage requesting that face coverings are worn.	Medium		
			Medium		
Accidents, security, fire and other incidents	Members of Public Employees Volunteers Contractors	Planning of the event should include social distancing when evacuating. Where this is not possible evacuate as normal during an emergency, social distancing to re- instated once clear of the location and safely at the must point. Non emergency first aid to ring 111 All emergencies to ring 999	Medium		
			Medium		
			Medium		
Track and trace	Members of Public Employees Volunteers Contractors	Pre-booked events to manage all track and trace data	Medium		