

Adult General Workshop & Masterclass Risk Assessment

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?			
The Risk of injury due to Tripping / Falling.	Customers and Hosts may be injured if they trip or fall due to uneven surfaces.	<p>General good housekeeping checks are carried out by Area Team Leaders and any issues rectified asap.</p> <p>All areas are well-lit (outdoor).</p>	Any Customer or Host who trips or falls and injures themselves must be recorded and reported by the Area Team Leader, and dealt with appropriately eg taken to First Aid.			
The Risk of injury due to Slipping.	Customers and Hosts may be injured if they slip due to wet surfaces (due to spillages or weather dependant).	<p>General good housekeeping checks are carried out by Area Team Leaders and any issues rectified asap.</p> <p>All areas are well-lit (outdoor).</p>	Any Customer or Host who slips and injures themselves must be recorded and reported by the Area Team Leader, and dealt with appropriately eg taken to First Aid.			
The Risk of Food Poisoning.	Customers and Hosts are at risk of food poisoning.	<p>All food Exhibitors are listed on the Exhibitor Sheet which includes their product category, food safety registration details and hygiene score where applicable.</p> <p>All caterers are visually inspected upon their set-up on each event operational day by the Event Operations Manager. Any issues are raised and actioned. These are recorded on the event food safety log.</p> <p>Before the event, all exhibitors are contacted by the event team to determine their Food Hygiene Rating which has been given from their local authority. We only allow exhibitors with a food hygiene score of 4 and 5 to attend the event. This ensures they have a Food Safety Management System (FSMS) in place which is based on Hazard Analysis and</p>	<p>The food and Drink Exhibitors need to have their food hygiene rating certificate to the festival and have it on display for audit by the event team.</p> <p>Ensuring that high risk items such as meat and fish are adequately controlled. Refrigeration is available including overnight.</p> <p>Ensuring there is a good cleaning regime in place and a good supply of hot and cold water. Raw ingredients and cooked ingredients are segregated along with the kitchen equipment that is used for them. These can be colour coded for good practice in food hygiene.</p>			

		<p>Critical Control Points (HACCP) principles and should be trained in its use.</p> <p>Anyone with food poisoning symptoms must be taken to First Aid.</p>				
The Risk of injury due to Intoxication.	Customers may be injured due to consuming high levels of alcohol.	The Workshops / Masterclasses that include alcohol, there is not a lot of alcohol involved.	The Event Organisers have the right to remove anyone from a Workshop / Masterclass should they be too intoxicated or disruptive.			
The Risk of injury due to Temporary Demountable Structure not erected correctly.	Customers and Hosts may be injured due to a structure collapsing.	<p>All contractors or suppliers erecting a TDS will require a full risk assessment and statement of work including insurance certificates, design specifications, limitations and maintenance schedules. Competency certificates and operator training certification will also be required.</p> <p>Our Operations Manager, who books the Contractors for the event checks that the Contractor risk assessments include how the following risks will be managed and controlled; Working at height, transport, slips, trips and falls, electricity and fire, loading and unloading operations, lifting operations and use of tools or equipment.</p> <p>Monitor the weather forecast throughout the event.</p>	Area Team Leaders must check on structures throughout the day and report any issues found.			
The Risk of injury due to Fire.	Customers and Hosts may be injured due to a fire in their Workshop / Masterclass.	No smoking signs are placed inside all of the temporary structures which the public may access internally that are provided by EBB3 Ltd. Anyone seen breaching these rules will be spoken to and if required removed from the venue.	<p>Make the Host aware with what to do and who to contact in the case of a fire in their Workshop / Masterclass.</p> <p>Make sure all staff members and security in this specific area are aware of what to do in the case of a fire.</p>			

		<p>Exhibitors, Partners and Contractors who cook via either LPG or electric are identified via our Exhibitor Booking in Process.</p> <p>The Event Organisers have fire protocols in place to follow if there is a fire.</p>				
The Risk of injury due to use of sharp knives.	Customers and Hosts may be injured due to the use of sharp knives	A first aid kit is always kept close by. Organisers must make sure knives must be stored in a safe and controlled manner.	Event organisers must check all knives are collected at the end of each session and stored correctly until they are used again.			
The Risk of injury due to Damaged Equipment.	Customers and Hosts may be injured due to the use of damaged equipment.	If there is any damaged equipment this should not be used in the Workshop / Masterclass.	<p>If the host is providing their own equipment for the Workshop / Masterclass, the equipment must be checked that it is safe to use.</p> <p>If the event organisers are providing the equipment for the Workshop / Masterclass, the equipment must be checked that it is safe to use.</p>			
The Risk of injury due to Underage Drinking.	Customers under the age of 18 may be injured due to underage drinking.	<p>There is a Challenge 25 policy enforced on the Workshops / Masterclasses that involve alcohol.</p> <p>All partners and traders selling alcohol must sign our alcohol license form which promotes challenge 25 and asks the overall responsible DPS to undertake a number of steps to minimize the risk of selling alcohol to anyone under the age of 18.</p>	<p>Anyone who looks under the age of 25 must be challenged for their ID.</p> <p>Any staff and / or security in this specific Zone Area enforcing Challenge 25 must know what forms of ID are accepted.</p> <p>Security and stewards fully briefed to ensure bags are searched by SIA for any alcohol brought into the event which will be confiscated. Any person who appears to be under 18 who is drinking alcohol who cannot produce age identification will have the alcohol confiscated and will be reported to the event management.</p>			
The Risk of injury due to Onsite Vehicles.	A Customer or Host may be injured due to vehicle movement onsite.	There are no vehicles allowed on the event site fields once the event is open to the public. All trader's vehicle must be parked in the car park. This negates any	Continue to communicate with the traffic management provider to ensure there are no issues.			

		<p>traffic movement other than for emergency vehicles.</p> <p>There is a full traffic management plan in place with our recognized traffic management provider (CTM) of 5 years. This plan is approved and submitted to the area 5 NYCC authority.</p>				
The Risk of Injury due to Adverse Weather.	A Customer or Host may be injured as a result of the effects of adverse weather conditions.	<p>We identify and document the maximum wind speed constraints of the TDS by structure type.</p> <p>In the event of severe weather which constitutes a severe risk to the health and safety of those on site, the event Health & Safety Manager will have the authority to stop any activities or close the event until the weather improves.</p> <p>Everybody must be ensured they wear clothing which is appropriate for the weather.</p>	Monitor the weather forecast throughout the event.			
The Risk of Burns.	Customers or Hosts are at risk of burns.	The Customer / Host must be taken to First Aid.	<p>Workshop / Masterclass hosts must know what to do in the event of someone burning themselves.</p> <p>Event Organisers and Zone Area staff / security must know what to do in the event of a burn.</p>			
The Risk of injury due to Open Fire.	Customers or Hosts may be injured due to an open fire.	<p>Protocols are in place for if a fire begins to spread.</p> <p>The open fire (Bushcraft campfire meet) is outdoors – not in a structure.</p> <p>Fire extinguishers are located across the event fields.</p>	Hosts and Zone Team Leaders must be aware of what to do if something / somebody catches fire, or if an open fire begins to spread.			

The Risk of Injury due to Electric Shock.	An Exhibitor may be injured as a result of an electric shock.	Electrical cabling will be dug into the ground.				
The Risk of Allergic Reaction.	A Customer or Host may be at risk of an allergic reaction.	<p>All traders are asked to provide an allergen sheet to the Event Organisers.</p> <p>All traders must display their allergen sheet(s) so they are visible to all Customers and Hosts.</p>	<p>Staff must know what to do in the event of an allergic reaction.</p> <p>Anyone with an allergic reaction must be taken to a First Aider.</p>			