



HOMEground 2021
First Street

28th May – 15th August 2021

EVENT RISK ASSESSMENT

EVENT RISK ASSESSMENT

EVENT	HOMEground
LOCATION	First Street, Manchester

Responsible Business	HOME	Dates covered by assessment	14 th May – 22 nd Aug 2021
Assessment completed by:	Engine No. 4 on behalf of HOME	Review Date	Ongoing

Assessment Summary	Additional assessments will be obtained or produced for specific activities including shows and entertainment and, with the inclusion of contractor risk assessments, should be considered along with this document. This is a 'live' document and will be continually updated throughout the planning stages of the event.
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Introduction

It is the policy and intention of the organisers to comply with the terms of current legislation to provide and maintain a healthy and safe environment for all members of the public, contractors and staff. The objective being to minimize the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending the event or those who are affected by its undertaking.

The aim of this risk assessment is to identify risks to the public, contractors and staff associated with the event's activities and to set out the means by which these risks will be eliminated or minimised. A systematic assessment has been made of the site and the event activities and safe systems have been devised to reduce the risks to as low a level as is reasonably practicable.

The assessment will be updated, as necessary, as and when procedures are agreed. Assessments provided by contractors form an integral part of the overall safety documentation and may indicate other measures to be taken in addition to those provided within this document.

It is the responsibility of all parties to work together in a coordinated\co-operative way to ensure that risks\events both foreseen (and unforeseen) are dealt with in a professional manner with a view to minimising the risk of injury to all concerned.

Method for calculating Risk

SEVERITY						
PROBABILITY		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

PROBABILITY		SEVERITY	
1	Remote	1	Trivial / no damage
2	Unlikely	2	Minor injury / minimal repairable damage
3	Possible	3	Reportable injury or illness required treatment or time off work / insurance claim
4	Likely	4	Serious Injury resulting in permanent disability / major repair to property
5	Probable	5	Fatality or destruction of property

Probability x severity = Risk Rating

1-6	Low Risk	Controls measures to be monitored.
8- 11	Med Risk	Further controls to be introduced where practicable and controls monitored.
15- 25	High Risk	Unacceptable level of risk.

HAZARDS		HAZARDS		HAZARDS	
Premises and Buildings	X	Noise	X	Crowd Management	
Vehicles on Site	X	Lighting		Security	
Manual Handling	X	Dangerous Substances		Medical	X
Work at Height	X	Lasers		Welfare	X
Electrical systems	X	Fire risks	X	Catering	X
Gas supplies	X	Weather / climate		Water Supplies	
Hire of equipment	X	Access / Egress	X	Camping	
Plant and machinery		Transport		Weight Loading	
Work equipment	X	Contractors	X	OTHER -	

FINAL LEVEL OF RISK STATED IS WITH GIVEN CONTROLS IN PLACE

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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This document deals with general hazards associated with the build and operations of the event. For COVID-19 specific control measures please refer to the COVID-19 Management plan and risk assessment document

BUILD & DE-RIG

Premises										
<u>Disruption to normal activities</u>	Blocked access/egress Damage to property	Staff Building Public	4	4	H	- Event will be planned in consultation with the venue management. - Staff will be briefed on site specific rules. - Unloading and loading in agreed areas.	2	2	L	
Site Construction	Slips / trips/ falls	Staff Public	5	3	H	- Equipment is to be installed by professional contractors experienced at working on events of this nature. - Working area to be fenced off. - Staff to keep all work areas clear and if required create exclusion zones whilst work is being undertaken	2	3	L	
Vehicles										
Site access and egress	Vehicles driving around public areas Blocked access for deliveries	Staff Public	3	3	M	- Access and egress routes to the site will be monitored by stewards. - Access to the site will be maintained throughout the load in for other vehicles / pedestrians that use the area - A number of routes are available in to the area.	2	3	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- Stewards to be used from start of the build. Area fenced off as required to stop public access to build area. - All access routes will be kept clear				
Driving vehicles on site	Collision with site vehicles	Staff Public	3	5	H	- Vehicle movement to be kept to a minimum in areas. - Instruction to be given to drivers of vehicles on site. - Stewards to assist with the movement of vehicles if required. - There will be a speed limit in place of 5mph when driving through the site.	1	4	L	
Manual Handling										
Loading in/out heavy equipment and stock	Sprains, strains, traps. Dropping of equipment from height	Staff	3	4	H	- All manual handling tasks involved in the set up of the event will be undertaken by staff from specialist companies used to working in similar conditions. - Contractors have provided documentation for the work. - Load in/Load out to be supervised by a competent person. - All crew to be competent and able in the task to be undertaken.	2	2	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- All gangways, emergency route and fire exits to be kept clear at all times. - Any change in schedule to be approved by production manager/site manager and relevant local authorities to be advised where necessary.				
Work at Height										
Build of structures	Falls from Height	Staff Public	4	5	H	- Where possible work at height should be avoided. - Contractors to follow their RAMS and put in place any controls that may be necessary. - Access equipment should be suitable for its intended use. - Where required ladders, including step ladders should be footed and where possible secured to prevent falls. - Ladders should be in good serviceable condition. - Ground conditions should be assessed prior to using any access equipment. - Contractors should assess risks in accordance with the work being undertaken in this location. - Only competent crew should undertake any work at height.	2	4	M	Site management team to continuously monitor contractors to ensure that they are working in accordance to supplied RAMS

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						Work segregation should be in place where required.				
Equipment Falling from Height	Crush and impact injuries	Staff Public	3	5	H	- Where required sterile areas should be created around areas where work at height is taking place and there is a risk to other site users from the work. - All tasks should be coordinated through the site manager. - Items such as tools should be secured with lanyards, where necessary and practicable. - Loose items e.g. drink bottles etc. should not be carried on platforms. - Contractors should address all work at height risks in a risk assessment relating to the work they are undertaking - Hard hat areas should be designated when required.	2	4	M	Site management team to continuously monitor contractors to ensure that they are working in accordance to supplied RAMS

Electrical

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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Electrical hazards	Shock	Staff Public	4	5	H	- Equipment supplied will be suitable for the purpose for which it is intended. - Final installations to be checked by an approved contractor. - Final electrical connections should not be made until event day. - Suitable firefighting equipment available - Cables will be run so as not to create a trip hazard. - Where possible cables will be flown, subject to there being suitable fixing points, or, if this is not possible, covered with suitable cable matting. - The power supply will be in accordance with the agreed requirements and specifications as determined prior to installation. - The installation will be signed by a competent person as suitable up to the point of distribution. - Trip devices fitted as required - Cables to be runs in back of house areas only	1	4	L	
	Trip Hazards									
	Suitability of equipment									
	Access to equipment by members of the public									
Work Equipment										
Use of work equipment	Use of inferior equipment causing injury through failure.	Staff	3	4	H	- Equipment supplied by reputable companies. - Only competent persons to operate any lifting gear.	2	3	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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	Incorrect use of equipment.					- All operators to be competent and hold relevant valid license. - Use of equipment to be supervised by competent person. - All equipment to be used for the purpose it was designed. - All gangways and access/egress routes to be kept clear. - All plant and machinery to be operated within designated site limits only. - Any work to be carried out outside of the site limits to be approved by the organisers and be supervised by competent person and banks men. - All loads to be within the operating limits of the equipment and loaded in a way that are not likely to be unstable. - All equipment to be stored in suitable area when not in use and operating keys to be removed and held by the site manager.				
Storage of materials Poor storage of materials	Falls, trips, unsafe stacking or collision Threats from fire or smoke to	Staff Public	3	4	H	- Site storage locations to be identified by site manager in advance and sited away from busy areas. - Site inspection by the Site Manager on a regular ongoing basis to identify any potentially hazardous storage areas.	2	3	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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Hazardous substances	persons and / or property Injury from toxic substances					- Safety barriers such as fencing, cones, hazard tape etc. to be erected as necessary where public have access or where there is a significant risk of vehicle collision. - Combustible materials to be kept to a minimum and stored in accordance with details given in the Fire Risk Assessment - Waste combustibles to be collected regularly. - Extinguishers to be in visible, accessible locations. 24hr security cover on site throughout the build and de-rig - COSHH Assessments should be in place for any hazardous substance that is used on site. - Storage of hazardous substances should be in a suitable and secure container in accordance with regulatory requirements or recommendations given on SDS's				
Temporary Structures										
<u>Erection and breakdown of structures</u>	Falls, Falling materials. Unstable part completed structures Head injuries	Staff Contract or Public	4	5	H	- All structures to be erected by approved contractors. - The safety of the contractor's employees is the responsibility of the contractor. The event Site Manger will, however, intervene if unsafe working practices are observed.	2	3	L	

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	Crush injuries Trapping Trip / Fall					- Where required areas where build is taking place should cordoned off. Such working areas should be barriered and/or stewarded. - Head protection and fall restraint protection should be worn where indicated by contractor's risk assessments or site rules. - Contractors method statements, site management procedures and/or risk assessments to be provided in advance for checking and held in Event Control for ease of reference. - Edges on stages above potential falls and in dark areas to be demarcated by white paint or tape. - Handrails to be provided adjacent to steps and ramps, and on stages where they are required due to the height of the structure.				
Environmental										
Adverse weather conditions	Exposure to extreme weather Collapse of temporary structures and decor	Staff Public	3	4	H	- Equipment will only be installed in conditions where it is safe to do so. - Contractors will have discretion regarding the safe installation of equipment.	3	2	L	

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LIVE EVENT

Load In/out										
Site access and egress	Blocked access egress routes for essential vehicles	Staff Public	4	4	H	- Access and egress routes to the site will be monitored by stewards. - Access to the site will be maintained throughout the load in for other vehicles / pedestrians that use the area - A number of routes are available in to the area. - Stewards to be used from start of the build. Area fenced off as required to stop public access to build area.	2	2	L	
Collision with site vehicles	Pedestrians being hit by site vehicles	Staff Public	3	5	H	- Vehicle movement to be kept to a minimum in areas. - Instruction to be given to drivers of vehicles on site. - Stewards to assist with the movement of vehicles if required. - There will be a speed limit in place of 5mph when driving through the site.	1	4	L	
Crowd Management										

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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Access to site and queue management	Overcrowding Crushing	Staff Public	3	4	H	- Site will be staffed by Event security. - Checks will be made at the beginning of event to ensure that emergency access routes are clear.	1	3	L	
Anti social behaviour	Violence to staff or public	Staff Artist Public	3	4	H	- SIA registered staff will eject any member of the public causing a risk to safety. - Staff will keep crowds clear of situations where public safety is at risk.	2	3	L	
Overcrowding	Crushing	Staff Public	3	4	H	- SIA steward will manage the public in all areas across the site. - The site is designed to ensure social distancing so that crowds do not form - The maximum capacity will not be exceeded. - Social distancing will be maintained – Please refer to COVID management plan for further details.	2	3	L	
Terrorism	Terrorist Attack		3	5	H	- The event organiser will work with the security contractor to develop appropriate security plans for the event - SIA security guards will be positioned at all entrances and additional SIA presence will be visible with the event site via roaming SIA security.	2	5	M	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- Due to the duration of the event, the event is at ongoing risk of hostile reconnaissance. All staff and stewards will be briefed to be vigilant and if they see any behaviour which does not seem ordinary or is suspicious, to report this to a member of management who will escalate as appropriate. - Random bag searches will be implemented on entrances. - All staff will be briefed on HOT principles regarding suspect packages and in Run, Hide, Tell in the event of an emergency situation.				
Welfare										
Medical	Major injuries / incidents	Staff Public				A 'blue route' for emergency vehicles is known to local emergency services but provision is made to expect site access via other routes.	1	4	4	
General injuries	Injuries not being treated quickly	Staff Public	3	4	H	- First aid provision – 2 x members of show management team are fully qualified first aiders.	1	2	L	
Lost children	Lack of system for dealing with lost or found children /vulnerable	Staff Public	3	3	M	- Lost children meeting point will be designated at the site office. - All staff and onsite personnel will be briefed on protocols	1	3	L	

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	person leading to distress or risk of harm to individual									
Environmental										
Extreme weather conditions	Collapse of structure Staff working in extreme conditions	Staff Public	3	4	H	- In the event of extreme weather conditions, the event will be suspended until such time as it is safe to resume. - Checks will be made on the weather daily. All marquees/ structures will provide wind calculations and knetledge/ ballasts requirements.	3	2	L	
Outdoor performances	Excessive noise causing disruption to local businesses or residents. Hearing damage	Staff Public	3	3	M	- Noise levels will be set at the sound check and then monitored throughout the day and in line with government guidance. - Staff operating the sound systems are provided by reputable companies used to working in similar conditions.	2	2	L	
Catering										
Provision of on-site catering and bars	Insufficient or non-regulated facilities	Staff Public	3	4	H	- Sufficient units have been contracted to provide refreshment for the expected audience numbers. - Site rules are sent to all stall holders.	2	2	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- Information relating to traders passed to Environmental Health prior to the event. - Safety Regulations sent to food traders.				
Alcohol	Excessive consumption leading to anti-social behaviour or illness	Staff Public	3	4	H	Sales of alcohol will be from the event bar only and will fall under standard licensing requirements.	2	2	L	
Broken glass / bottles	Cuts / abrasions	Staff Public	3	4	H	Traders or bars are not allowed to serve any food or drink items in glass containers/ cups etc. The event site is a 'no glass' site. Any drinks served in glass bottles must be decanted.	2	2	L	
Site Infrastructure										
Site equipment	Access to site equipment	Public	3	4	H	All backstage areas will be segregated and staffed throughout the event	2	2	L	
Electrical equipment	Access to site equipment Electrocution	Public	3	5	H	- All equipment should be suitable for the purpose for which it is intended. - Installations comply with current guidelines including BS7909 /IEE Wiring Regulations 17th Edition - Supplies will be checked prior to use.	1	4	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- Guidance sent to stall holders regarding requirements for electrical equipment and supplies. - All stalls will be checked prior to the event. Any that are found to be dangerous will be disconnected and not allowed to trade.				
Temporary structures	Collapse of Structure	Public Staff	3	5	H	- All structures have been contracted through recognised companies and meet or exceed current guidelines. - Marquees hired are suitable for the purpose for which they are intended. - Completion certificates are to be provided prior to the event site opening.	2	3	L	
Fire Safety										
Stalls	Fire	Public Staff	3	5	H	- Information is provided to stall holders on local requirements for safety in accordance with instructions provided by the relevant departments of Manchester City Council.	1	5	L	
Gas Cylinders	Explosion of flammable material	Public Staff	3	5	H	- All gas cylinders not in use will be stored in a locked gas cage. - Traders who are using gas must only have bottles of gas that are in use and connected within their stall. All spare or empty gas bottles must be stored in the gas cage.	1	5	L	

Hazard	Risk	At Risk	L	S	R	Controls	L	S	R	Further Action
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						- Each food traders must supply their own fire fighting equipment suitable for their stall. - Gas cylinders must be handled and transported safely using a sack truck where possible.				
Structures	Construction	Public Staff	3	5	H	All temporary structures will comply with current regulations regarding the type of material used	1	5	L	
Evacuation	Persons unable to escape in case of emergency	Public Staff	3	5	H	Event security Crowd Management Plan will be adopted as part of the management documentation for this event.	1	4	L	