

Risk assessment template

Purpose: WPFRT DAY EVENT (28/06/2025)

Assessment carried out by: WPFRT

Date of next review: Before next event

Date assessment was carried out: 02/06/2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Access to the event, visitor control	General public, WPFRT committee members, children. Due to unknown persons causing disruption and putting all at risk.	From 8.30am Committee member on the gate checking people in. WPFRT members to have walkie talkies and Hi Vis jackets. Chair to do walk around checks throughout the day. Local police have been informed of the event.	WPFRT committee members will monitor activities within the grounds to ensure unruly behaviour does not impact on other attendees' enjoyment of the fun day and their safety. Unruly visitors will be asked to leave.	WPFRT Members Chair	8am-3pm At least 2 weeks prior the event	

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Lost child	Children at the event. General slips, trips and falls.	WPFRT members to be aware of lost child point. All stalls to be supervised. Parents/guardians to supervise children. PA system in place WPFRT members to wear Hi Vis for visibility so child can identify adult of safety quickly. DBS checked member to look after the child in lost child point until parent/guardians found.	Have floating WPFRT members around the fun day wearing hi vis so any lost child can see member for help. Call police if parent not found.	WPFRT Members	During event	
Slips, trips and falls in	General public, WPFRT committee members,	Each stall has a designated set up area.	Pre event visual check to be carried	WPFRT committee members.	Before the event starts and during.	

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Outdoor space/minor injuries	Volunteer Staff, children. Due to general trips and falls.	Area to be clear, set up to allow walk by traffic with no trip hazards. Clear stall signage displayed. Sensible queue system in place to keep people safe and a clear walk way behind the queue. Children supervised by DBS vetted adults. Member on stall at all times to monitor stall for trip hazards left by general public. WPFRT Member to wear Hi Vis for visibility and safety. Any rubbish disposed of accordingly.	out by chair to check the area is safe for set up. Committee members be aware of health and safety at all times during the event. All non-essential parts of the centre will be locked. All areas being used will be supervised by WPFRT member. Member to abide by stall rules and implement safety at all times.	Chair WPFRT committee members. WPFRT committee members. WPFRT committee members. WPFRT committee members. WPFRT committee members.		

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		Each stall to have individual set up that is appropriate for the stall. Chair to check whole site and liaise with WPFRT members. Chair to ensure: - the layout of the all stalls / activities allows for free-flowing traffic and that there are no obstructions to cause a trip hazard. - that trailing cables from electrical equipment are secured and taped down if possible. - All stalls/activities are situated so as to not block entry to path ways	Any extension leads or other trailing items must be covered over and kept to a minimum to avoid risk of injury. Any leads in a path way must be covered with a rubber protector strip. Cables should be checked they are undamaged. Do not bunch electric cable together as it will overheat.	WPFRT committee members. Chair		

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		WPFRT First Aiders to be on site from 08:30 to end of day. First Aider inside have access to first aid supplies. Additional First Aider outside have first aid supplies (backpack). Field/car park surfaces will be checked for debris and broken glass before the event.	First aiders will be available on site from 8am-8.30am. First Aiders to wear Green First Aider HI VIS 2 designated WPFRT Members who have first aid training. At least one inside and one outside. medically trained. WPFRT members to use walkie talkies to call first aider. In the event that the incident is pre serious 999 will be called by the nearest person and the first	WPFRT FIRST AIDERS WPFRT FIRST AIDERS		

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			aider alongside WPFRT staff member will co-ordinate with the emergency services.			
Fire/ Major incident	Children, general public, WPFRT committee members, due to a major event happening such as fire.	Existing fire procedures to be followed. All helpers are to be aware of fire exits and assembly points. WPFRT Members to wear Hi Vis for visibility and safety to help guide attendees safely out. PA system in place. First aiders on site Emergency exits kept clear and patrolled by	Chair/Vice Chair to ensure safe evacuation procedures are followed. WPFRT Member to wear Hi Vis for visibility and safety. Fire extinguishers to be used if safe to do so. First Aiders to supply first aid if required. Allow	Chair/Vice Chair WPFRT committee members WPFRT FIRST AIDERS	When needed during major incident	

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		WPFRT member. Member to carry walkie talkie to summon assistance. Sound fire alarm in centre and use PA system to announce evacuation.	access to first aid supplies if possible.			
WPFRT Stall tables	General public, committee members, stall holders, children. Minor injuries.	Designated set up area. Clear area, set up to allow clear walk by traffic. No trip hazards. Persons handling the tables to use manual handling practice. Check tables erected as per manufactures instructions.	WPFRT member to double check tables set up correctly before event starts. Any extension leads or other trailing items must be covered over and kept to a minimum to avoid risk of injury.	WPFRT committee members WPFRT committee members WPFRT committee members	Before the event starts/during the event/end of event	

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		Set up on level ground and check tables are stable. Clear signage displayed. Queue system in place. Children supervised by DBS vetted adults. Members to wear Hi Vis for visibility and safety. Any rubbish disposed of accordingly. At end of event take tables down as per manufactures instructions.	Any leads in a path way must be covered with a rubber protector strip. Cables should be checked they are undamaged. Do not bunch electric cable together as it will overheat. AI	WPFRT committee members		

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		When putting up/taking down tables, ensure area is clear. Field/car park surfaces will be checked for debris and broken glass before the event.				
Erection/Use of gazebos	WPFRT members erecting the gazebos. Parents/guardians, children, WPFRT volunteers, stall holders, General public.	Appropriate number of competent members to erect the structures following manufactures instructions to ensure all sides are stable and secure. To ensure legs/sides are pegged down to ground the structures.	Chair to ensure: - marquees / gazebos are situated appropriately and not blocking pathways - To ensure no-one tampers with marquees / gazebos such that they become insecure.	CHAIR	Prior to event starting and during event. Prior to and after event.	

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		WPFRT Members to wear Hi Vis for visibility and safety. Not to be used in extreme bad weather. Field/car park surfaces will be checked for debris and broken glass before the event.	At least four competent WPFRT Members will erect/take down the larger gazebos and at least 2 for the smaller gazebos. In the event of an incident, follow procedures for minor accidents. Check gazebo periodically.	WPFRT committee members First Aiders Chair	When required. During event	
External- General trips, falls and minor injuries	General public, committee members, children. Minor injuries, general trips and falls.	All cables and extension leads will be safely secured and taped down.	Chair to check to whole site. Chair to ensure: to check external companies PLI and RAs as	Chair	Prior to event and during	

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		External stalls will be erected and taken down by stall holders. They will abide by their own risk assessments and within the confines of their own public liability insurance. No stall will be left unattended. WPFRT Members to wear Hi Vis for visibility and safety. Field/car park surfaces will be checked for debris and broken glass before the event.	appropriate – hold on file where possible. - the layout of the stalls allows for free-flowing traffic and that there are no obstructions to cause a trip hazard. - that trailing cables from electrical equipment are secured and taped down if possible. - All stalls are situated so as to not block path way. For all activities/stalls first aiders to advise on first aid procedures. In any other circumstance, 999 to be called and Staff	First Aiders	As and when needed.	

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			to co-ordinate access.			
Coconut Shy, Tin-Can Alley, Bean Bag Throw	General public, committee members, children. From bean bags/tin cans/coconuts flying out of designated area and hitting someone.	Activity to be supervised at all times by an approved WPFRT member/volunteer. Stall to be placed with enough safe distance from other stalls to avoid collision. If object goes off course supervising adult to shout loudly to prevent collision. Member to wear Hi Vis for visibility and safety. Any unruly children will be asked to behave considerably and if behaviour not improved	Chair to: - liaise with members, check on set-up. - ensure enough space and protection from flying objects is provided. - Advise members of the first aid procedures. For all activities/stalls first aiders to advise on first aid procedures. In any other circumstance, 999 to be called and First	WPFRT committee members/volunteers WPFRT committee members/volunteers First Aiders	During event During event	

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		will be asked to leave the stall. Parents/guardians to monitor children. In the event of inclement weather the Chair will make a decision on the running of this activity and whether it can be brought indoors. Field/car park surfaces will be checked for debris and broken glass before the event. Place safety net behind the shy.	Aider to co-ordinate access. Stall member to ensure participants aim at the 'target' and not at other people.	WPFRT committee members/volunteers WPFRT committee members/volunteers Chair	During event When needed	

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Vintage Vehicles	General public, committee members, volunteers, children, stall holders. From general trips and falls. Vehicle collisions, burns, fumes.	WPFRT Member directing vintage vehicles to the designated vintage vehicle parking. Traffic management system in place. Lines/coned road to guide vehicles to the parking. Vehicles to enter/exit only using the allocated entrance/exit. WPFRT Member to wear Hi Vis for visibility and safety. Vehicles to be turned off and locked once parked.	WPFRT member to be on the gate check in/out vehicles. Chair to monitor parking. 5mph speed limit in place and enforced by marshals (WPFRT members) Prep the area prior to the vehicles arriving.	WPFRT committee members/volunteers First Aiders Chair WPFRT committee members/volunteers First Aiders WPFRT committee members/volunteers First Aiders	During event During event	

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		Any unruly children will be asked to behave considerately and if behaviour not improved will be asked to leave. Field/car park surfaces will be checked for debris and broken glass before the event. General public advised to look at vehicles from a safe distance. Signage in place. Vehicles to have insurance and appropriate licence.		WPFRT committee members/volunteers First Aiders WPFRT committee members/volunteers First Aiders	During event	

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		Vehicles attending must obtain ticket from website, inputting their details and confirming insurance is in place.				
Hook a Duck	General public, committee members, volunteers, children. Minor injuries from duck hooking rod, risk of drowning from duck pool.	Activity to be supervised at all times by an WPFRT Member/volunteer. Stall holder encourage parent/guardian to support participant with the hook a duck rod. Stall to be placed with enough safe distance from other stalls to avoid collision. Member to wear Hi Vis for visibility and safety.	Chair to: - liaise with members, check on set-up. - ensure enough space and protection from flying objects is provided. - Advise members of the first aid procedures. For all activities/stalls first aiders to advise on first aid procedures. In any other circumstance, 999 to	WPFRT committee members/volunteers Chair WPFRT committee members/volunteers	Before and During event During event	

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		Allow enough space around the pool for participant to walk around safely with no risk of injury. Pool to be filled with minim amount of water to allow the ducks to float but to avoid risk of injury to children. Any unruly children will be asked to behave considerately and if behaviour not improved will be asked to leave the stall. Parents/guardians to monitor children. In the event of inclement weather the	be called and Staff to co-ordinate access. Stall holder to ensure participants aim at the ‘target’ and not at other people.	WPFRT committee members/volunteers Chair	During event When needed	

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		Chair will make a decision on the running of this activity and whether it can be brought indoors. Field/car park surfaces will be checked for debris and broken glass before the event.				
Pool Table	General public, committee members/volunteers' children, Minor injury, general slip, trips and falls.	Activity to be supervised when possible. WPFRT Member to support participant when needed. Pool table to be placed in a safe play space on even, level ground. Pool table to be moved by a trained wpftr	Chair to: - liaise with members, check on set-up. - ensure enough space around the table - Advise members of the first aid procedures.	Chair/Wpftr Member WPFRT committee members/volunteers	Before and during event Prior event Prior event	

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		member using the pool lift. Any unruly children will be asked to behave considerately and if behaviour not improved will be asked to leave the pool area. Parents/guardians to monitor children.	For all activities/stalls first aiders to advise on first aid procedures. In any other circumstance, 999 to be called and AC Staff to co-ordinate access.	WPFRT committee members/volunteers WPFRT committee members/volunteers	During event	
Set up/Put away	General public, committee members, volunteers, children, stall holders. Minor injury, general slip, trips and falls.	Bin bags to be provided for rubbish. Rubbish to be disposed of at the end of the day.	General public attending the event will be asked to arrive no earlier than 10am and leave the event at 2pm.	WPFRT committee members/volunteers	Prior during and after the event.	

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			Children to stay away from the assemble/dissemble of gazebos, tables etc.			
Refreshments	General public, committee members/volunteers' children, stall holders. Minor injury, general slip, trips and falls. Cuts & burns from food prep.	General public are not allowed behind the serving area. Sharp equipment is used by competent WPFRT staff. Knives are not left unsupervised. Knives put away when not in use. WPFRT staff handling food/drink will wear sanitary gloves. Queue system in place.	Chair to: - liaise with servers, check on set-up. - ensure no trip hazards for people walking around. - advise staff of the first aid procedures. For all activities/stalls first aiders to advise on first aid procedures. In any other circumstance, 999 to be called and AC	Chair WPFRT committee members/volunteers WPFRT committee members/volunteers First Aiders	Prior and during the event Prior and during the event Prior and during the event	

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		WPFRT Member to wear Hi Vis for visibility and safety. Rubbish to be disposed of accordingly. Provide access to hot water and soap for food handlers. Clearly display allergy information.	Staff to co-ordinate access. Kitchen-At least 2 food hygiene trained staff to staff the kitchen at all times. Kitchen staff follow Kitchen RA. Bar not to be left unattended. Bar staff follow Bar RA. Empty bins regularly.	WPFRT committee members/volunteers Trained in Food Hygiene. WPFRT committee members/volunteers Bar staff WPFRT committee members/volunteers	Prior and during the event Prior and during the event Prior and during the event	

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		Ensure fire extinguishers are mandatory in all catering units.				
Covid transmission	General public, committee members/volunteers' children, stall holders.	Covid legal requirements no longer in force – individuals to make own judgement concerning face covering, spacing and testing etc.	Spacing between tables used for selling items to be maximised to promote social distancing.	WPFRT committee members/volunteers Stall Holders	Before the event starts.	
Manual handling	WPFRT members/volunteers, General public	Use safe lifting practices – bend knees, avoid bending back, clear routes to move items agreed between those involved.	Large / heavy items (such as tables or stacks of chairs) to be handled by a minimum of two people.	WPFRT committee members/volunteers	During setting up / packing away.	

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			Use lifting aids (e.g. Chair stack wheel unit) where possible.			
Main Square performers	General public, WPFRT committee members, children, performers. Minor injury, general slip, trips and falls. Due to unknown persons causing disruption and putting all at risk.	Allocated area fenced off using orange mesh fence. Square to have entrance at front and back for controlled emergency exits. WPFRT member on the gate to direct performers to the square. Performers have individual timetables to enable crowd control.	Set up the fencing prior to the event starting. Check fencing is secure throughout the event. Fencing to be put up as per regulations. WPFRT member to wear HI VIS vest and have a walkie talkie. Timetable to be prepped and distributed prior to the event.	WPFRT committee members/volunteers WPFRT committee members/volunteers WPFRT committee members/volunteers Chair	Prior and during event Prior and during event During event Prior and during event Prior and during event	

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		Chair to do walk around checks throughout the day. Local police have been informed of the event. Field/car park surfaces will be checked for debris and broken glass before the event.		Chair WPFRT committee members/volunteers	Prior to the event Prior to the event	
Car Parking	General public, committee members, volunteers, children, stall holders. From general trips and falls. Vehicle collisions, burns, fumes.	WPFRT Member directing vehicles to the designated parking. Traffic management system in place. Drive/gate to be kept clear to allow access to emergency vehicles.	WPFRT member to be on the gate and in car park wearing Hi Vis and having a walkie talkie. WPFRT member to be on the gate	WPFRT committee members/volunteers First Aiders WPFRT committee members/volunteers	During event During event During event	

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		First aiders on site 5mph speed limit in place and enforced by marshals (WPFRT members) Special designated disabled car parking. Vehicles to enter/exit only using the allocated entrance/exit. WPFRT Member to wear Hi Vis for visibility and safety and have a walkie talkie to summon assistance. Vehicles to be turned off and locked once parked.		First Aiders WPFRT committee members/volunteers WPFRT committee members/volunteers First Aiders WPFRT committee members/volunteers First Aiders	During event During event During event During event During event	

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		Field/car park surfaces will be checked for debris and broken glass before the event. Signage in place. Suitable tow vehicle in place encase of wet weather and very wet ground conditions.		WPFRT committee members/volunteers WPFRT committee members/volunteers Chair	Prior the event & during the event Prior the event & during the event	
Dog show	General public, committee members, volunteers, children, stall holders. From general trips and falls. Vehicle collisions, burns, fumes.	Allocated area fenced off using orange mesh fence. Square to have entrance at front and back for controlled emergency exits. WPFRT member on the gate to direct	Set up the fencing prior to the event starting. Check fencing is secure throughout the event. Fencing to be put up as per regulations. WPFRT member to wear HI VIS vest	WPFRT committee members/volunteers WPFRT committee members/volunteers	Prior and during event Prior and during event During event	

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	General public, committee members, volunteers, children,	performers to the square. Performers have individual timetables to enable crowd control. Chair to do walk around checks throughout the day. Local police have been informed of the event. Field/car park surfaces will be checked for debris and broken glass before the event. Dogs to be on leads at all times.	and have a walkie talkie. Timetable to be prepped and distributed prior to the event.	WPFRT committee members/volunteers Chair Chair WPFRT committee members/volunteers	Prior and during event Prior and during event Prior to the event Prior to the event	

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	stall holders, from loose dogs, overcrowding- Biting, scratching, running into people causing falls, being startled or frightened and accidents with equipment.	Limit number of dogs per entry (6 dogs max per category, 10 categories max) Dogs to be registered per entry. Keep square clear of equipment and clear away any trip hazards for the dogs. Keep square clear of any dog foul. PA System and clear signage in place	Owners to walk to dogs around the arena with plenty of space between each dog (social distancing). Separate area for waiting dogs. Any dogs upset/aggressive will be asked to leave the whole event.	WPFRT committee members/volunteers Dog owners WPFRT committee members/volunteers Dog owners WPFRT committee members/volunteers	Prior to the event (set up) and during the event. Prior to the event (set up) and during the event. Prior to the event (set up) and during the event.	
Music	General public, local residents, committee members, volunteers, children, stall holders. From noise pollution	Ensure compliance with all noise/music conditions.	WPFRT member to be on the gate and in car park. WPFRT member to be on the gate	WPFRT committee members/volunteers	During event During event	

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		Allocated WPFRT Member to monitor noise control.		WPFRT committee members/volunteers		
Cash collections	Cash collector, general public Risk of injury/theft to cash collector.	Cash collector have walkie talkie. Instruct inconspicuous person to collect cash throughout the day. Remove cash to secure area for counting/banking. Notify the police of the event.		WPFRT committee members/volunteers WPFRT committee members/volunteers WPFRT committee members/volunteers Chair	During event During event During event Prior the event	