

Parish of St Chad`s Church Pattingham & Patshull
Activity risk assessment OVERALL RATING LOW RISK (GREEN)

Activity: Village Fete

Location: Village Green/Hall, Pattingham, S.Staffs

Name of leader with responsibility: Keith Eden & Alix Jones

Date of first risk assessment: 15/04/2026

Time/frequency: Annually

Date to be reviewed: 29/04/2027

Risk	Who is at risk	Risk Evaluation	Likelihood	Control Measures	Severity	RAG
Management of Safety e.g: poor communication of health & safety issues and unawareness of hazards that could cause injury. Resulting in claims for negligence Children & Young persons e.g:	Members of the public Volunteers Stallholders	Health & Safety Policy Event Risk Assessment undertaken and kept under review. A nominated person to be responsible for advice on Health & Safety measures.	Low	Health & Safety policy to be reviewed and approved. All documentation to be held in a central point. Keith Eden is the nominated person	Low Low	G G
	Members of the public Volunteers Stallholders	Public liability insurance to be maintained with minimum cover Where young persons or children are volunteering supervision and briefing	Low	Adequate public liability insurance is in place and confirmed. Adequate supervision provided.	Low Medium	G G

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		<p>of hazards and risks is required.</p> <p>There will be designated places of safety identified on the field that are manned by church volunteers – RCS on the Coconut Shy, ACS on the Pattingham Fizz and Pimms stall and in the village hall</p> <p>Other marshals will be located in and around the main marquee.</p> <p>Lost children specific</p>		<p>Signage will be required along with briefing all church volunteers on the field and in the village hall.</p> <p>To be announced on PA system and contact point is the PA tent</p>		

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Physical Hazards at site e.g electrocution, vehicle hazards, unsecured equipment.	Members of the public Stall Holders Volunteers	Vehicular access during set up and take down to be restricted and supervised. All vehicles to be off site at least 30 mins prior to event start time. Site inspection to include consideration of physical hazards. Electrical equipment will be very limited and will be PAT tested where required.	Medium	Areas of concern to be clearly marked and barriers in place if required.	Medium	A
Slips, Trips & Falls e.g: Injuries from slips, trips and falls from uneven ground on village park or spillage on floor in village hall	Members of the public Volunteers Stall Holders	A vigilante inspection to be undertaken on park prior to event and issues resolved when found. Repeated on day of event in advance of admission of members of public.	Medium	Records to be kept of all inspections and any required actions taken.	Medium	A

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		Particular attention to stalls, gazebos, guide ropes. (high visibility tape to be used if required)				
Natural Hazards. e.g: stings from bees, resulting in anaphylactic shock Rashes from plants nettles, thorns. Sunburn, sun stroke.	Members of the public. Volunteers Stall Holders.	Adequate First Aid arrangements in place with appropriate equipment. Portable Defibrillator on Village Hall wall. Mobile phones available to call emergency services if required.	Low	Pre event site inspection to include assessment of natural hazards. AJ to be the first aid contact throughout the day	Medium	G
Crowd Safety Overcrowding, drunken or violent behaviour	Members of the public Volunteers Stall Holders	The park is large enough for the proposed event with adequate space for stall holders booked, marquee, etc., There is ample space between stalls. It is not expected that there will be drunken/violent behaviour at a family event. Marshalls would contact Police	Low	Family focussed event with a good track record. Mobile numbers with responsibilities to be shared prior to event day	Low	G

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		<p>if necessary. PA system will communicate and issues to all regarding incidents. All Marshalls able to communicate with each other via mobile.</p>				

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Working at height e.g Falls from ladders	Volunteers Stall Holders	Bunting, signage shall be erected at a height that can be safely reached from ground level. Ladders will not be used before, during or after event.	Medium	Commercial stall holders are responsible for their own set up and clear away. Volunteer / church stall holders will be briefed	Medium	A
Manual Handling e.g: Musculoskeletal injuries such as back injuries from people attempting to move heavy or awkward objects.	Volunteers Stall holders	Set up and take down to be supervised and appropriate advice given. <ul style="list-style-type: none"> • Not to lift unless comfortable to do so. • Young persons and others at risk. (previous injuries known) • All lifting by young persons to be supervised. • Whenever possible lift with assistance not alone. 	Low	As Above	Medium	G

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<p>Entertainment/Food Stalls</p> <p>e.g: inadequate health & safety procedures leading to hazardous situations and possible injuries</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Stall holders</p>	<ul style="list-style-type: none"> Heavier lifting to be undertaken with the support of appropriate manpower or equipment. <p>Leaders will take efforts to ensure that third parties providing rides or food are compliant with regulatory requirements and use equipment that is safe, correctly set up and safely cordoned from public.</p> <p>Requests will be made for copies of safety policies and risk assessments.</p>	<p>Medium</p>	<p>All commercial caterers and entertainers have been carefully vetted and appropriate documentation will be obtained and held in central file</p>	<p>Low</p>	<p>G</p>

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Food Safety e.g: inadequate hygiene or temperature control leading to food poisoning.	Members of the public Volunteers Stall holders	Stall holders selling food, other than home baked cakes and equivalent, will be asked to provide evidence of food business registration and hygiene rating from the Food Safety Agency. Any stalls displaying high risk foods will be expected to take the correct measures to avoid cross contamination and appropriate temperature control.	Low	All commercial caterers and rides have been carefully vetted and appropriate documentation will be obtained and held in central file	Low	G
Fire Safety e.g: cooking appliances, tents and inflammable materials	Members of the public Volunteers Stallholders	All stall holders selling food are located safely. Care is taken in the siting of such stalls in case of an incident (fire) ample	Low		Medium	G

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<p>Weather issues</p> <p>e.g: Sunburn, dehydration, Dogs left in cars</p> <p>(hot weather)</p> <p>Slips due to mud</p> <p>(wet weather)</p>	<p>Members of the public</p> <p>Volunteers</p> <p>Stall Holders</p> <p>Dogs</p>	<p>means of escape. Fire extinguisher available.</p> <p>Ensure good site management, cleanliness and accumulation of inflammable materials.</p> <p>Leaders to cancel planned activities if there are extreme weather conditions (heat or rainfall)</p> <p>Volunteers advised if working in heat to use appropriate hats, sunscreen and to keep well hydrated. Monitor parked cars in case dogs left. Marshalling if rain ensues to ensure public directed away from slippery areas.</p>	<p>Low</p>	<p>Site plan to ensure appropriate location for stalls with any fire risk</p> <p>Advance monitoring of weather forecasts.</p> <p>Appropriate briefing to all volunteers.</p> <p>Main marquee will provide shelter from sun and rain if required.</p>	<p>Low</p>	<p>G</p>

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<p>Marquee erection and disassembly</p> <p>e.g. Musculoskeletal injuries (as above)</p> <p>Inexperienced operatives</p> <p>Trip hazards</p>	Operatives/volunteers	Practice beforehand.	Low/ Medium	<p>Experienced leader for each team.</p> <p>Heavy equipment moved jointly.</p> <p>Sufficient members in each team.</p> <p>Guy ropes and pegs clearly marked with hazard tape.</p> <p>If small steps are required to reach apex of marquee, it will be handled by two able operatives.</p> <p>See also previous risks above relating to manual handling and working at height.</p>	Low/ Medium	A
<p>Lost children & vulnerable adults becoming separated from parents and carers</p>	Children & vulnerable adults	<p>Central meeting point established to allow repatriation if required.</p> <p>All key volunteers to be aware of procedure including lines of communication.</p>	Low	<p>Information to be included in programme advising attendees of what to do in the event of a missing person.</p> <p>Key volunteers to understand procedure and to have a set of contact numbers.</p> <p>Gate personnel to be briefed on the day.</p>	Medium	A

