## RISK ASSESSMENT

**EVENT:**

**ASSESSOR:**

**ACTIVITIES:**

**EXPECTED ATTENDANCE:**

Risk level (likelihood of risk happening by the severity of risk if occurs) = 1 Low risk, 5 High risk

| **Hazard** | **People at risk** | **Remove, reduce and protect from risk** | **Risk 1-5** | **Responsible person for risk management** | **Emergency plan** | **Responsible person for emergency plan** |
| --- | --- | --- | --- | --- | --- | --- |
| EXAMPLE: Trip hazard from gazebo tethers | Public  Stewards  Staff | Attach hazard tape to string to make more visible | 1 | Stall owner | Refer injured to First Aider | Stall owner |
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| Contacting Emergency Services | Telephone 999 or 112 (if using a mobile)  Notify HTC staff at Hertford Castle |
| Control Point for the Event | Hertford Castle – Facilities Officer or Events Coordinator |
| Communication system | Mobiles and Land Line |
| Evacuation Plan of Hertford Castle | Operate Alarm System and follow Evacuation Procedure |
| Emergency Service Access | Via Castle Street, Castle Car Park  Emergency Medical Access via the path onto the Lawn |
| Initial Fire Fighting Response | Follow Fire Evacuation Procedure Hertford Castle |
| Initial Medical Response | St John Ambulance or HTC Staff with FAW certificates |

**ALL EMERGENCY SERVICES HAVE BEEN NOTIFIED OF THE EVENTS.**