

WSRA RISK ASSESSMENT		Guy ropes firmly secured					Date:		24/7/2024	
Task: Erecting Gazebos										
HRA / NR Bulletins for reference:										
What are the hazards?	Who is harmed / how? How many?	EXISTING CONTROL MEASURES: what are you already doing?	S	L	R	ADDITIONAL CONTROLS: Do you need to do anything else to control this risk?	S	L	R	Action by who/when?
<b>Manual handling</b> <b>Putting up gazebo</b>	Staff	<b>Team lifting – ensure enough people are available with enough space to safely lift display equipment and leaflets. 2 people are needed to construct the gazebo. Ensure route is clear when moving any equipment</b> <b>Make whereabouts of event first aider and first aid kit are made known to team</b> <b>Avoid unnecessary lifting</b>	2	3	6	Before lifting stop and assess the item to be lifted apply safe lifting techniques appoint 'lead person' to be in charge of team lifting Trolley to be provided to transport from unloading area to stand set up area equipment so that manual handling risk is controlled	2	2	4	Lead Person is responsible for ensuring that there is a clear working before starting build up , ensure required number of persons are available
<b>Trips, uneven surfaces, trailing cables, guy ropes, gazebo, other objects</b>	Staff, Volunteers	<b>Remove any items which could lead to people tripping over them</b> <b>Ensure electric cables are hidden so as not to cause a trip hazard</b>	2	2	4	Correct storage of items including, boxes are placed under stand table all power cables secured and placed in anti trip moudings	2	2	4	Lead Person is responsible for ensuring any items not in use are stored safety under stand table and review the area for possible trip hazards paying special attention to trailing cables

Risk of violence/ aggression	Staff	<b>Never confront aggressive people. Remain calm and call for help.</b>	2	2	4	Ask someone else on the rally team to mediate and achieve an acceptable outcome. Both parties may need to enage in some compromise.	1	1	1	If voilence or agrression continues call for the on-site security team.
Collision with moving vehicles	Staff	<b>Pay attention at all times. Follow parking instructions. Maintain a slow speed and remain vigilant. Where possible use a second person to assist.</b>	3	2	6	When on foot, stay within pitch boundaries and avoid using vehicle tracks	1	1	1	
Gazebo effected by wind	Equipment, Staff, Public	<b>Guy ropes firmly secured Take Gazebo down</b>	3	2	6	Check weather forecast each morning before show if high winds are expected do not set up gazebo if high winds occur during show after set up check guy lines and consider closing stand	1	2	2	Lead person is responsible for making the decision to close stand down until weather conditions improve

Severity (S)					
Value	Safety	Reputational	Financial	Legal/Regulatory	Environmental
1	No actual or potential for injury or damage	Inconsequential impact on reputation	No real financial loss	No breach or claims issue	No actual or potential damage to the environment
2	Minor injuries and/or minor damage	Issue is resolved promptly by day to day management process	Minor loss up to £5k	Technical breach but no actual legal or claims issue. Improvement Notice issued.	No actual visible damage to the environment but potential impact in the long term
3	Major injuries (RIDDOR reportable) and/or moderate damage	Stakeholder and community concerns; local media coverage	Financial loss up to £50k	Possible breach of legislation; fines or claims up to £50k	Minimal harm; clean up expenses up to £50k
4	Single fatality; multiple major injuries (RIDDOR reportable); major damage	Major stakeholder and community concerns; major embarrassment for the company; adverse media coverage	Financial loss between £50k and £250k	Possible breach of legislation; fines or claims between £50k and £250k	Medium term harm; clean up expense between £50k and £250k
5	Multiple fatalities; significant damage	Significant adverse impact on the reputation of the company with potential to affect the future of the business	Financial loss over £250k	Breach of legislation; possible criminal convictions; fines or claims above £250k	Long term harm; clean up expenses over £250k

Likelihood (L)			
Value	Description	Frequency of occurrence	Probability of occurrence
1	Negligible – very unlikely to ever happen	Once in every 15 years +	< 10% chance
2	Low – unlikely to happen but possible	Once in 10-15 years	> 10% and < 40% chance
3	Moderate – equally likely as unlikely to happen	Once in 5-10 years	> 40% and < 60% chance
4	High – likely to happen	Once in 1-5 years	> 60% and < 90% chance
5	Almost certain	One or more a year	> 90% chance

		Severity				
		1	2	3	4	5
Likelihood	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

Risk rating	Risk rating action	
High	High	<b>STOP/DO NOT START!</b>
Urgent	Urgent	Urgent action must be taken to reduce and control the risk level
Medium	Medium	Take action to minimise and control the risk to <b>as low as reasonably practicable</b>
Low	Low	Monitor the risk to ensure it remains adequately controlled to an acceptable level
Very Low	Very Low	No action required