ASESS Consultancy

AVIATION, SHOW & EVENT

SAFETY SERVICES

Coles

Fun Fair

RISK ASSESSMENT

**Version 1 / 2021**

ASESS Consultancy

(Aviation, Show & Event Safety Services)

111, Kings Road,

Lancing,

West Sussex

BN15 8EQ

Telephone 07752316160

e-mail [airshowsafety@aol.com](mailto:airshowsafety@aol.com)

Website - www.saferevents.co.uk

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# Risk Assessment

## There are a number of pieces of legislation which require a risk assessment to be carried out including the Management of Health and Safety (Workplace) Regulations 1999. All the work activities need to be assessed, by a person who is considered competent in order to identify the hazards and evaluate the risks of these hazards causing harm to people. Any hazards and risks that can not be eliminated must be controlled or mitigated and the controls, whether they are procedural in nature or actual physical measures, must be advised to those who will be working, or who might otherwise come into contact with the hazards.

## This risk assessment has been based on the other events that take place on the site but having due regard for the significantly different nature of this particular event.

## Risk Assessments and method statements together with details of relevant insurances will be required from the various contractors and suppliers to the Organisers and will be taken into consideration when this document is updated or of future drafts are issued.

## In undertaking risk assessments, the following approach has been adopted:

## Gather information/identify risks

## Consider control measures appropriate to the identified risks

## Evaluate residual risk

## The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. The Fun Fair Management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.

## To avoid confusion - the columns of the risk rating sections are headed S, L and R.

## S is for “severity of injries caused” and is given in the first column. L is for “the likelihood of it occuring” and is indicated in the second column. R is the resultant Risk Rating. Severity X Likelihood = Risk

The control measures, indicated within the assessment, are considered to be reasonably practicable measures. A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a dynamic risk assessment will be undertaken by the Fairground Organiser to ensure appropriate risk controls are in place should situations develop which are not covered within this initial assessment.

**Risk Assessment Matrix for Personal Injury**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Severity** | | | | | |
|  |  | **Multiple Death** | **Single Death** | **Serious**  **Injury** | **Minor**  **Injury** | **No**  **Injury** |  |
|  |  | **5** | **4** | **3** | **2** | **1** |  |
| **Likelihood** | **Certain 5** | **25** | **20** | **15** | **10** | **5** |  |
| **Very Likely 4** | **20** | **16** | **12** | **8** | **4** |  |
| **Probable 3** | **15** | **12** | **9** | **6** | **3** |  |
| **Possible 2** | **10** | **8** | **6** | **4** | **2** |  |
| **Very Unlikely 1** | **5** | **4** | **3** | **2** | **1** |  |

**Notes:**

**The numerical scale used is to allow comparisons of the risk levels only.**

**No literal meaning is implied by the scoring level.**

|  |  |
| --- | --- |
| **Key to Shading** | |
| **25** | Level of risk may be unacceptable. |
| **8** | Level of risk may be acceptable but efforts should be made to further mitigate if possible |
| **5** | Level of risk is acceptable but if reasonable to mitigate further it should be done. |
|  |  |

**Definition of Severity**

|  |  |
| --- | --- |
| 5. Multiple Deaths | More than one person may suffer fatal injuries / illness |
| 4. Single Death | One person may receive fatal injuries / illness |
| 3. Serious Injury | Life threatening or life changing injury or illness resulting in 7 or more days off work (See RIDDOR) |
| 2. Minor Injury | Injury or illness requires no treatment or can be treated by first aid on site or one consultation at A&E / GP |
| 1. No Injury likely | No injuries or illness are likely to occur |

Definition of likelihood classes

|  |  |
| --- | --- |
| 5. Certain | Has happened before and is expected to happen on this occasion |
| 4. Very Likely | Has happened before and is very likely to happen on this occasion |
| 3. Probable | Has been known to occur before and is likely to happen on this occasion |
| 2. Possible | Has been known to occur before and it may happen on this occasion |
| 1. Very Unlikely | Has rarely happened before and there are no reasons to suggest it will happen on this occasion |

**Back ground information specific to fun fairs.**

Public safety has always been at the forefront of the operation of travelling fun fairs in the UK which are run by members of the Showman’s Guild of Great Britain and the systems, implemented by the Guild, do more to ensure this high standard is maintained.

Virtually all travelling fun fairs, around 200 a week between Easter and Bonfire night are operated by members of the Guild, Cole’s is no exception, and the Guild has been overseeing this traditional entertainment for over 100 years. In this time the rides and attractions have had to become more thrilling to compete with static theme parks. Members of the Guild have invested heavily in these new ‘state of the art’ rides. In parallel with this investment a close and successful working relationship has been established with the Health & Safety Executive (HSE) since they became involved with the industry in 1979. The 1984 the ‘Code of Safe Practice on Fairgrounds’ (COSP) led the way in developing fairground safety. All paperwork for rides and inspection reports etc are held at a central HSE office and this ensures strict compliance with the regulations. The Guild is also working across the EU to develop safety standards. In the UK there are approximately 305 million passenger rides per year, on travelling fair grounds. The HSE calculates that the percentage chance of being injured on a ride is 0.0000278%, this is a safety record that any passenger ride industry would be justifiably proud. There is a system in place to ensure that on the very rare occasion that a rider is injured then a full and thorough investigation, under the jurisdiction of the HSE, is undertaken and any results are promulgated to the industry to ensure that any ‘lessons identified’ are fully and quickly implemented to prevent a similar occurrence.

*(Information supplied by the Showman’s Guild of Great Britain.)*

**William Cole is registered with the Showman’s Guild. Registration number is W1374.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity/Area**  **Material** | **Hazards** | **Persons at**  **Risk** | S | **L** | **R** | **Comments/ Actions to Mitigate Risk** | RNow | **R**  **E**  **S**  **U**  **L**  **T** |
| 1 | Electric cables around site | Trip hazard | Public and staff | 4 | 4 | 16 | Cables to be suspended at least 3 metres above ground, dug in or covered with matting or other suitable material.  The cables should be dug in to the ground or covered with shingle at beach side locations, if possible. | **8** | **M** |
| 2 | Electric cables around site | Frayed or damaged, risk of electric shock | Public and staff | 5 | 4 | 20 | All cables inspected on fairground derig and then again on build and safe repairs or replacement made where necessary.  Cables visually inspected daily before opening to the public. | **5** | **L** |
| 3 | Generator units | Fire | Public and staff | 5 | 3 | 15 | Only generator vehicles to be parked close to stalls, all other vehicles parked away from fun fair.  Sufficient air flow to cool units must be allowed when the vehicles are parked and operating.  Suitable fire extinguishers are to be available with each unit. | **5** | **L** |
| 4 | Generator units | Fire when refueling | Public and staff | 5 | 4 | 20 | Units only refueled when shut down and cold. No hot refuels permitted.  Large capacity fuel tanks to reduce risk of refueling being needed during public opening hours. Spare fuel stored in appropriate bulk containers as issued by suppliers | **5** | **L** |
| 5 | Music and other noise from rides | Damage to hearing | Public and staff | 3 | 4 | 12 | Music levels to be monitored and base levels kept low.  Microphones to be limited in use and mainly for safety announcements or rider information. | **3** | **L** |
| 6 | Rides | Mechanical failure causing injury to riders | Public | 5 | 3 | 15 | All rides inspected annually by qualified safety engineers. Visual inspection of components by ride operator on each occasion a ride is dismantled or assembled. Daily visual inspections before fun fair opens to the public. | **5** | **L** |
| 7 | Rides | Persons entering fast moving ride whilst in motion | Public | 5 | 4 | 20 | Signage and physical barriers e.g. chains with no entry signs, in place when ride is in motion. Entry points that are closed or manned by staff when ride is in motion. All ride attendants are trained on awareness of this risk. PA announcements may be made warning that ride is about to operate. | **5** | **L** |
| 8 | Rides | Riders are intoxicated and leave the ride whilst in motion | Public | 4 | 4 | 16 | No person apparently under the influence of drink or drugs or otherwise unfit to ride is permitted on the ride.  Many fast rides have restraints or safety straps that are checked before ride starts | **8** | **M** |
| 9 | Rides | Person on ride is not secured in seat and falls or is thrown from ride when ride is in motion | Public | 4 | 4 | 20 | See 6 above regarding mechanical failure. Ride attendants check all safety straps and locking devices before ride is operated on each occasion that new riders are in place.  If a person is seen trying to leave ride whilst in motion the ride to be stopped immediately using an emergency stop procedure. All new ride attendants receive training and safety briefings from the ride operator. | **8** | **M** |
| 10 | Injuries or illness | Persons taken ill or injured and needing first aid and unable to be treated. | Public and staff | 4 | 4 | 16 | Appointed persons are present when the fairground is operating. First aid kits are held on most rides. Trained first aiders are often provided by event organizers where the fun fair is operating. If required Fair Ground Organiser will employ own first aid trained staff for specific events where indicated by dynamic risk assessments.  Mobile phones on site to call 999 for NHS ambulance service. | **8** | **M** |
| 11 | Lost children | Risk of abduction | Public | 4 | 2 | 8 | Any found children are taken immediately to ride pay booth or fun fair organizer. PA announcements on rides to locate parents.  Police called if any concerns or if parents / guardians cannot be quickly located.  At some venues the event organizer provides a lost children facility, if in place, they are to be notified immediately to take responsibility for the child.  Should it be required there are a number of female staff who can assist with female vulnerable people. | **4** | **L** |
| 12 | Rubbish and litter | Injury from glass and other items | Public | 4 | 3 | 12 | Site cleared daily and all rubbish disposed of by an approved contractor  Fun fair site cleaned after event.  Gloves and litter pickers provided for staff | **4** | **L** |
| 13 | Crowds | Crush injuries | Public | 5 | 4 | 20 | Layout of fun fair to be set out to try and reduce pinch points and areas where crushes could occur.  At certain pre-determined locations stewards may be provided by fun fair organizer and available to supervise and assist if crowding occurs.  If over-crowding occurs near rides then the layout of nearby stalls to be changed or moved, if possible, before next opening to the public.  Ride attendants monitor the areas around their rides and react to any serious crowd pinch points, especially around ride entrances. | **5** | **L** |
| 14 | Crowds | Panic and crushing in the event of a fire | Public | 5 | 4 | 20 | Layout of fun fair is open and allows many exit routes from most areas. This to be considered when placing other stalls around major rides.  Free flow of public around the site is essential to maximize access to rides and stalls so fun fairs are built to allow people to move and therefore escape.  Ride Staff are in place, with high visibility clothing, to assist the public.  At some events, when dictated by dynamic risk assessment or by history, crowd safety stewards are employed | **5** | **L** |
| 15 | Crowds | Public disorder / Serious incidents elsewhere on event site | Public and staff | 4 | 3 | 12 | Consultation with event organizers and police on operating times for rides and then ensuring that any agreed finish time is strictly adhered to by ride operators. Music may be turned off earlier if this is found to assist in prevention of public order issues.  Operators may close rides early in the event of public disorder or the threat of same.  In the event of a serious incident elsewhere on the site, unconnected with the fun fair, it may be expedient to keep rides operating to allow emergency services to deal with incident, decision taken in conjunction with emergency services and/or event organisers. | **8** | **M** |
| 16 | Fire | Fire in ride mechanism, uncontrolled and affects whole ride trapping those on the ride. | Public and staff | 5 | 3 | 15 | Equipment check on each set up and inspected daily before use.  Appropriate fire extinguishers located on each ride and by each generator.  Rides are generally open and easy to evacuate.  Mobile phones available to call Fire & Rescue Service. | **5** | **L** |
| 17 | Uneven ground or shingle beaches. | Ride topples injuring those on ride and spectators | All on ride or in vicinity. Public and staff | 5 | 3 | 15 | Rides located on the most even and firm ground available.  Any jacks or foundation to be leveled using blocks if required. Levels to be checked with spirit level if required.  On shingle, matting and wood sheets may be used in-conjunction with blocks | **5** | **L** |
| 18 | High winds and use of inflatables | Unit blows away trapping those inside or topples and injures those on the attraction and nearby | Those using the attraction, spectators and staff | 5 | 3 | 15 | All units to be tethered by all points to suitable sized ground anchors or large vehicles.  Attraction to be taken out of use and deflated if winds increase.  Operators to monitor weather forecasts and not inflate the structure if high winds, or gusts above design maximum, are forecast. | **5** | **L** |
| 19 | Severe weather | Rides become unstable or are disrupted by the weather | Riders, staff and those in the vicinity | 5 | 2 | 10 | Weather forecast to be checked.  Weather to be monitored.  Fair ground closes if weather becomes unsuitable.  Rides partially or fully dismantled depending on the weather conditions. | **5** | **L** |
| 20 | Ride malfunction / breaks down whilst in use | Riders stranded | Riders and family waiting for them | 3 | 3 | 9 | Most rides can be manually operated to recover riders.  Some rides operate at ground level.  Fire & Rescue Services have technical rescue teams and ambulance services have HART teams if the ride cannot be lowered to ground level. Ride operator can offer advice and guidance to crews | **6** | **M** |
| 21 | MTA with Firearms or bladed weapons at an event where the fair ground is operating.  No previous threat level assessment from Police indicating such an event is likely. | Persons killed or injured. Unsure what to do. | Staff, riders, the public | 5 | 1 | 5 | Fairground staff to have received training in line with the Run, Hide, Tell message.  Training on Hostile Reconnaissance.  Any threat level assessment from police is considered prior to the event. | **5** | **L** |
| 22 | MTA – vehicle driven into crowds at event | Persons killed or injured | Staff and public | 5 | 2 | 10 | The event site is the responsibility of the event organizer unless it is purely a fun fair.  Fun Fair Management to consider the Fun Fair site and whether any hostile vehicle mitigation is needed or feasible.  Large fairground vehicles can be parked across access roads to form road blocks or to create a chicane where people may enter but vehicles may not. | **5** | **L** |
| 23 | Hostile Vehicle Mitigation prevents Emergency vehicles reaching an incident | Persons die or injuries are made worse | Staff and public | 5 | 2 | 10 | Where fairground vehicles are used to protect a fun fair site, an agreed emergency access route must be decided and a driver, and keys, for that vehicle to be readily available to allow access for fire, police or ambulance vehicles in an emergency.  Driver to be advised if a 999 call is made and incoming emergency vehicles are expected. Vehicle can be made ready to move once vehicles arrive. |  |  |
| 24 | Trojan vehicle (disguised as a vehicle from Fire, Police, Ambulance or Security) driven into site and used as a weapon against the crowds | People are killed or injured | Staff and public | 5 | 2 | 10 | Hostile Vehicle Mitigation may be in place at an event.  Where the fun fair is part of an Event then the Event Organiser should have procedures in place to prevent vehicle attacks and allow genuine access.  Where mitigation is in place then there should be a system to advise when barriers need to be moved to allow access for emergency vehicles.  Emergency vehicles, even with blue lights operating, should be quickly checked before access is given.  Drivers and crews of emergency vehicles should be in uniform and have ID cards.  Where a security provider or medical provider call in the emergency services to attend the fairground area, they should advise the fairground management so that barriers can be moved quickly and effectively and therefore access by genuine emergency vehicles are not hindered unnecessarily. | **5** | **L** |
| 25 | Novel Highly Infectious Disease in circulation in the general population. | Disease is spread at the event site due to excessive numbers in close proximity within the fairground causing overcrowding | All persons present | 5 | 5 | 25 | The layout and design of each venue is different, some have rights of way traversing them.  Each venue will be assessed and steps taken to limit the number of entry and exit points but overall the area taken up by the funfair will be extended where possible or the number of attractions reduced to allow for social distancing. | **5** | **L** |
| 26 | Novel Highly Infectious Disease in circulation in the general population | Disease is spread by people mixing at entrances / exits | All persons present | 4 | 5 | 20 | Entry / Exit points will be as wide as possible to allow for social distancing when entering or leaving the funfair.  Each ride will have separate entry and exit routes that do not conflict and keep riders socially distanced. | **4** | **L** |
| 27 | Novel Highly Infectious Disease in circulation in the general population | Disease is spread due to overcrowding whilst waiting for a place on a ride | All persons present | 4 | 4 | 16 | All rides will have one entry point and one exit point that are socially distanced. There will not be multiple access routes to any ride.  Queueing areas will have distance markings on the ground wherever possible. | **4** | **L** |
| 28 | Novel Highly Infectious Disease in circulation in the general population | Virus is spread by hands touching areas on rides that others have touched. | All persons present | 5 | 5 | 25 | Common touch points – steering wheels, grab bars, handles etc to be wiped by disinfectant / cleaning solution after each ride finishes and before next riders are allowed to enter the ride.  These areas to be cleaned each day when fair opens, before the first ride.  All rides to be treated with Zoono Z 71 at each set up and to be retreated after a maximum of 21 days or as indicated by manufacturer. | **5** | **L** |
| 29 | Novel Highly Infectious Disease in circulation in the general population | Food stalls – virus spread by crowds mixing whilst awaiting service or food to be prepared | All persons present | 4 | 5 | 20 | All food surface areas to be regularly cleaned. All traders have food hygiene training and certificates  Separate entry route to order food, then customer moves to a wider holding area before moving to collection point to receive food and leaving area by a separate exit route. All routes barriered and signed appropriately.. | **8** | **M** |
| 30 | Novel Highly Infectious Disease in circulation in the general population | Virus spread by hand to hand on hard surfaces. | All persons present | 4 | 5 | 20 | Alcohol hand gel available at all rides, payment kiosks, stalls and food vendors.  Regular cleaning throughout the site and at all rides, stalls and food vendors and high contact areas (hard surfaces)  Signage advising public of need to clean hands using hand gel. | **8** | **M** |
| 31 | Novel Highly Infectious Disease in circulation in the general population | Ride attendants or cashiers who are asymptomatic spread virus to the public | All persons present | 4 | 5 | 20 | All ride attendants to wear face coverings or full face visors to prevent droplet spread.  All payment kiosks have plastic screens to protect and prevent cashiers infecting those outside.  All staff have access to appropriate PPE. | **4** | **L** |
| 32 | Novel Highly Infectious Disease in circulation in the general population | Riders, screaming on rides, cause droplet spread of virus  Riders too close on rides | All persons present | 4 | 4 | 16 | Facemasks available to riders at all thrill rides.  Spacing on rides to assist in social distancing with family groups, or those with shared bubbles, sat together | **8** | **M** |
| 33 | Novel Highly Infectious Disease in circulation in the general population | Staff not following guidelines on hygiene or social distancing. | All persons present | 5 | 4 | 20 | All staff to receive appropriate training on   * hand hygiene and briefed on social distancing entering and leaving rides. * Briefed on cleaning schedules and cleaning methods for the ride they are working. * Trained in correct use of PPE   Enforced by ride owner and fairground organisers.  Any serious non-compliance can result in a ride, stall or food vendor being closed down until full compliance is achieved. | **5** | **L** |
| 34 | Novel Highly Infectious Disease in circulation in the general population | Risk Assessments, guidance or advice not fit for purpose or in line with PHE or Government guidelines. | All persons present | 5 | 5 | 25 | Health & Safety Advisor has received Covid 19 training to act as a Covid Supervisor to the Film and TV Industry and is currently working with film and TV Productions including BBC, BT and Sky Sport as a Covid Supervisor and H&S Advisor.  Over 25 years experience as Safety Officer / Safety Manager in the Event Industry.  Has undertaken Covid-19 PPE ‘Train the Trainer’ session with an NHS Clinical Commissioning Group  Is working for an NHS ICS as a Primary Care Practitioner and Covid-19 staff PPE Trainer.  More than 25 years Emergency Planning experience in the Events industry, Local Government and NHS. | **5** | **L** |
| 35 | Novel Highly Infectious Disease in circulation in the general population | Ride access, stalls or food vendor closely grouped causing pinch points that prevent social distancing | All persons present | 5 | 4 | 20 | Each site layout will include increased spacing to allow effective entry and exit routes to rides, stalls and food vendors to assist with social distancing. | **8** | **M** |
| 36 | Novel Highly Infectious Disease in circulation in the general population | The public are unsure of guidelines and this affects hand hygiene, social distancing or use of face coverings | All persons present | 5 | 5 | 25 | Signage detailing current guidelines will be displayed at the site entrance and throughout the site with appropriate signage at individual rides, stalls and food vendors as required. | **5** | **L** |
| 37 | Novel Highly Infectious Disease in circulation in the general population | Guidance being followed is out of date or not current | All persons present | 4 | 4 | 16 | This risk assessment to be reviewed regularly.  Any new or evolving guidance from PHE, HM Govt, Local Government or the Showman’s Guild to be reviewed and incorporated in working practices.  Health & Safety Advisor engaged to be regularly consulted and offer advice. | **4** | **L** |
| 38 | Novel Highly Infectious Disease in circulation in the general population | Local hot spot or rise in cases increases risk of transmission of the virus at any larger gatherings. | All persons present | 5 | 4 | 20 | Fairground operator will follow any advice from HM Government with regards to local or regional lockdowns and postponement or cancellation of events, as appropriate. | **8** | **M** |
| 39 | Novel Highly Infectious Disease in circulation in the general population | A member of staff on a ride, stall or food vendor becomes symptomatic | All persons present | 4 | 3 | 12 | Staff will self-isolate and arrange a test. Many rides, stalls or food units are family operated and staff are in bubbles or households.  Affected unit may be closed down, as appropriate, unless unassociated staff can operate it safely. | **8** | **M** |
| 40 | Novel Highly Infectious Disease in circulation in the general population | A previous visitor reports that they have tested positive for the illness and may have infected others. Unable to locate contacts | All persons present | 4 | 4 | 16 | Details for Track and Trace registration will be displayed at entrances.  This information can be passed to NHS Test & Trace as required. | **4** | **L** |
| 41 | Novel Highly Infectious Disease in circulation in the general population | Contaminated cash may transmit disease from one person to another | All persons present | 4 | 3 | 12 | Contactless payments to be taken where possible and practical although wi-fi signal may be poor at some locations.  Staff handling cash have hand gel available. Hand gel also available for the public on all cash desks. | **8** | **M** |
| 42 | Novel Highly Infectious Disease in circulation in the general population | Visitor entering the event site whilst symptomatic and may infect others at the event | All persons present | 5 | 3 | 15 | Signage at entrances listing symptoms and advising not to enter | **5** | **L** |
| 43 | Novel Highly Infectious Disease in circulation in the general population | Visitors do not follow social distancing guidelines | All persons present | 5 | 5 | 25 | This fairground works on keeping a 2 metre gap between individuals unless from the same household.  Signage at entrances regarding no groups of more than 6 persons.  Signage throughout site and at entrance.  Ride seats limited and a gap of 2 metres where ever possible between family groups / households. As this is an outdoor event then if unable to be 2 metres then 1 metre plus other mitigation e.g. face covering, facemask, facing opposite direction (back to back) etc. |  |  |