

RISK ASSESSMENT

Visits By School Parties

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD (LIME)

Risk Assessment – Introduction and Notes

- 1. This risk assessment was developed to cover attendance of school parties at the Llangollen International Musical Eisteddfod. It forms part of the wider risk assessment for the whole event, and is prepared in this form for the information of leaders of school parties.**
- 2. The risks in this assessment will be re-assessed when ALL temporary structures have been erected immediately prior to the Eisteddfod, this will be prior to the commencement of the Eisteddfod on the 3rd July 2018. This re-assessment will include all temporary stages and other structures around the field. Any significant findings will be communicated to Schools on arrival and an amendment sheet issued.**
- 3. Schools are requested to cooperate with the Eisteddfod requirements at all times and in particular –**
 - A) To ensure that contact details are provided for a lead and deputy school representative for each coach visiting the Eisteddfod**
 - B) To co-operate with the Eisteddfod marshals who are controlling the arrival and departure of buses at the Eisteddfod site and ensure the buses can be moved from the parking area as quickly as possible after unloading and re-loading to avoid danger and congestion on the road and in parking areas.**
- 4. This risk assessment should be read alongside the other Eisteddfod policies and procedures relevant to Safeguarding and the Lost/Found Children or vulnerable Adults Procedure.**
- 5. This risk assessment does not cover issues which are out of the control of the Eisteddfod management.**

LIME Risk Assessment – Risk Assessment Scales

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD		
RISK ASSESSMENT SCALES		
SEVERITY OF RISK (Severity of injury)		Rating
Trivial		1
Minor		2
Major (one person)		3
Severe (more than one person)		4
Death		5
Many deaths		6
PROBABILITY OF OCCURRENCE		Rating
Improbable		1
Possible		2
Occasional		3
Frequent		4
Regular		5
Common		6
RISK RATING (Severity rating X probability = Risk rating)		
Risk rating	Risk Grade	Action
1-5	Low	If appropriate implement precaution
6-16	Medium	Implement precaution
17-36	High	Implement immediate precautions

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Attendance by School Parties - Audience Needs

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD							
Location	Hazard	Circumstances	Sev	Prob.	Risk	Comments/ Safeguards	Responsible Person
Whole Site	Age and high number of children attendees creates additional management requirements	Schools need to be fully updated on procedures	2	2	4 Low	Provide schools with advance information in relation to procedures as part of schools pack, and information available on website.	Office & Events Administrator
Pavilion	Age and high number of children attendees creates additional management requirements	Evacuation of Pavilion requires additional care and management of audience	4	4	16 Medium	Stewarding numbers are enhanced for Children's Day and a written policy details the evacuation procedure. Stewards training covers additional requirements for school groups.	Grounds Committee Marshal
Whole Site	Age and high number of children attendees creates additional management requirements	Risk of lost children increased by high number of buses and groups attending at the same time	4	3	12 Medium	Additional procedures to be followed in relation to schools providing details for lead and deputy contacts for each bus attending. Schools to follow sign out procedure to ensure all children safely leave the site.	Grounds Committee Marshal

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Attendance by School Parties - Arrival and Departure by Coach

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD							
Location	Hazard	Circumstances	Sev	Prob.	Risk	Comments/ Safeguards	Responsible Person
Coach park	Traffic movements in entrance to coach park	Coach and car arrivals	4	2	8 Medium	Security personnel control traffic in the arrivals area. A written procedure details the parking arrangement.	Grounds Committee Marshal
Coach park	Pedestrians in coach park when traffic moving.	Disembarking coaches.	5	2	10 Medium	A Steward greets each coach and leads party behind barriers for entrance to the field. Pupil supervisors to cooperate with steward and move pupils as quickly as possible to area behind barriers for roll call. A Grounds Committee Marshal controls the coach movements. All personnel are instructed in the written procedure and anyone acting as a banksman will be given suitable training.	Grounds Committee Marshal
Coach park	Pedestrians in coach park when traffic moving.	Embarking coaches.	5	2	10 Medium	All coaches are parked before embarkation. School groups are gathered in a safe holding area on the Eisteddfod ground. A Steward escorts each party to its coach behind barriers. A Grounds Committee Marshal controls the coach movements. All personnel are	Grounds Committee Marshal

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						instructed in the written procedure.	
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Attendance by School Parties - On the Eisteddfod Field

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD							
Location	Hazard	Circumstances	Sev	Prob.	Risk	Comments/ Safeguards	Responsible Person
Site perimeter road	Vehicle movements	Courtesy cars	4	2	8 Medium	On Children's Day there will be no courtesy cars. Care to be taken with moving vehicles. A speed limit of 5mph is in force. All drivers to be aware of guidelines. Hazard warning lights illuminated.	Grounds Committee Car Controller
Whole site	Trip and slip hazards on uneven ground	Wet conditions	2	2	4 Low	In wet conditions temporary walkways are installed and sand / bark applied as required. Wet slopes are taped off to prevent access. Other raised grid covers etc. are inspected and remedial action is taken to reduce tripping hazards.	Grounds Committee
Temporary toilets	Steps	Access to and from toilets	2	2	4 Low	Steps are provided with handrails. Steps are kept clean and clear / dry.	Grounds Committee
Tent entrances	Trips and falls on uneven flooring	Entrance to stalls and display tents	4	2	8 Medium	Potentially slippery when wet and care require when entering / leaving tents. Access only from front of tent. Ramps provided in worst cases.	Grounds Committee

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Evacuation of Auditorium - Access Doors

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD							
Location	Hazard	Circumstances	Sev	Prob.	Risk	Comments/ Safeguards	Responsible Person
Doors A & K	Emergency door		4	2	8 Medium	"Keep Clear" notice on door. Keep area clear of obstructions. Periodically check for obstructions during the day.	Chief Steward
Doors A & K	Emergency crowd exit side panel secured by a spring loaded traveling bolt, accessible on the inside		4	2	8 Medium	Ensure bolt travels easily. Check by stewards before arrival of pupils.	Chief Steward
Door H	Access to grass slope		4	2	8 Medium	Close gap between tent and handrail.	Grounds Committee