

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 by the Event Manager when ALL temporary structures have been erected immediately prior to the Eisteddfod, this will be prior to the commencement of the Eisteddfod. 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 personnel 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.***

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 school's pack, and information available on website.	Community Engagement Officer
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	Appropriate numbers of Stewards are on duty on Children's Day and a written policy details the evacuation procedure. Stewards training covers Safeguarding issues and procedures for Lost / Found Children.	Chief Steward
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.	Bussing Officer

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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.	Head of Security
Coach park	Pedestrians in coach park when traffic moving.	Disembarking coaches.	5	2	10 Medium	A Coach Park Steward greets each coach and leads party to the field entrance. Pupil supervisors to cooperate with Coach Park Stewards and move pupils as quickly as possible. Security personnel control the coach movements. All personnel are instructed in the procedure and anyone acting as a banksman will be given suitable training. Additional Field Wardens are on duty for between 12 midday and 3pm to assist with bussing arrangements.	Head of Security and Bussing Officer
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.	Head of Security and Bussing Officer

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						A Coach Park Steward escorts each party to its coach. Security personnel controls the coach movements. All personnel are instructed in the procedure. Additional Field Wardens are on duty for between 12 midday and 3pm to assist with bussing arrangements.	
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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. There shall be a presumption that no vehicles are permitted on site save for exceptional circumstances when permission shall be sought from the Event Manager.	Grounds Committee Car Controller
Site perimeter road	Vehicle movements	Emergency or exceptional situations	4	2	8 Medium	There shall be a presumption that no vehicles are permitted on site save for exceptional circumstances when permission shall be sought from the Event Manager. In such cases extreme care to be taken with moving vehicles which will be escorted by personnel wearing high visibility clothing. A speed limit of 5mph is in force. All drivers to be aware of guidelines. Hazard warning lights illuminated.	Events Manager
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.	Events Manager and Siting Team

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						Wet slopes are taped off to prevent access. Other raised grid covers etc. are inspected and remedial action is taken to reduce tripping hazards.	
Temporary toilets	Steps	Access to and from toilets	2	2	4 Low	Steps are provided with handrails. Steps are kept clean and clear / dry.	Events Manager and Siting Team
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.	Events Manager and Siting Team

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Evacuation of Auditorium - Access Doors

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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.	Events Manager and Siting Team