

# **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**

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

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

**Attendance by School Parties - Audience Needs**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
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, inc COVID controls.	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

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

**Attendance by School Parties - Arrival and Departure by Coach**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
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

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
						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.	

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

**Attendance by School Parties - On the Eisteddfod Field**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
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

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
						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



**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

**Evacuation of Auditorium - Access Doors**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
<b>Doors A &amp; K</b>	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
<b>Doors A &amp; K</b>	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
<b>Door H</b>	Access to grass slope		4	2	8 Medium	Close gap between tent and handrail.	Events Manager and Siting Team

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

**Attending during a pandemic**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
<b>Whole site</b>	Exposure to SARS-COV2 from staff or visitors working at the event	Attending the site	4	2	8 Medium	<p>Whilst the status of COVID-19 remains as pandemic, controls will be applied to all members of staff and volunteers working on the event. This will include;</p> <ul style="list-style-type: none"> <li>- Completing a self declaration before attending site (<a href="https://www.ess-consultants.co.uk/covid-health-declaration-ess">https://www.ess-consultants.co.uk/covid-health-declaration-ess</a>)</li> <li>- Staying away from the event if presenting with COVID symptoms, or testing positive,</li> <li>- Remaining 2M distance from all persons and other team members if identified as a close contact of a positive case (household or other),</li> </ul>	Events Manager

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

<b>LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD</b>							
<b>Location</b>	<b>Hazard</b>	<b>Circumstances</b>	<b>Sev</b>	<b>Prob.</b>	<b>Risk</b>	<b>Comments/ Safeguards</b>	<b>Responsible Person</b>
						<ul style="list-style-type: none"> <li>- Maintain good personal hygiene during the operation,</li> <li>- Wear face covering when in areas of high population.</li> </ul>	
<b>Whole site</b>	Exposure of SARS-COV2 from other schools attending	Attending the event with other schools	4	2	8 Medium	<p>The festival will request copies of each school COVID protocols in advance of the event. Schools will be held in external areas as much as possible. All internal areas including the pavilion and eating structures will have suitable ventilation to reduce the risk of COVID exposure.</p>	Events manager
<b>Medical</b>	Spread of SARS-COVID 2	Developing symptoms whilst on site	4	2	8 Medium	In the event where a student present with COVID type symptoms whilst onsite, they will be instructed to attend a holding area to ensure they remain isolated from other event attendees. The school representative will be	Events Manager and Siting Team

**Llangollen International Musical Eisteddfod  
- Risk Assessment: Visits by School Parties-**

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD							
Location	Hazard	Circumstances	Sev	Prob.	Risk	Comments/ Safeguards	Responsible Person
						<p>contacted to meet at the holding area, making arrangements for removal of the student as per their own protocol.</p> <p>In the event of a member of staff from the festival presenting with symptoms, they will transfer themselves from site back to their dwelling (where safe to do so), using their own means of transport and not public transport, keeping distance from all students, festival attendees and other staff.</p>	