

EISTEDDFOD  
GERDDOROL  
RYNGWLADOL  
LLANGOLLEN



LLANGOLLEN  
INTERNATIONAL  
MUSICAL  
EISTEDDFOD

# 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>		
Risk rating	Risk Grade	Action
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	Lead 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	Appropriate numbers of Stewards are on duty on Children's Day and a written policy details the evacuation procedure. Stewards training includes 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**

<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	Traffic Management personnel control traffic in the arrivals area. A written procedure details the parking arrangement.	Head of Traffic Management
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. Traffic Management personnel control 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.	Head of Traffic Management 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 Traffic Management and Bussing Officer

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						A Coach Park Steward escorts each party to its coach. Traffic Management personnel control 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**

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<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	Emergency or exceptional situations	4	2	8 Medium	There shall be a prohibition 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.	Events Manager
Whole site	Trip and slip hazards on uneven ground	Wet conditions	2	2	4 Low	Wet slopes are taped off to prevent access. Other raised grid covers etc. are inspected and remedial action is taken to reduce tripping hazards.	Events Manager and Siting Team
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

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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**

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

Signed by: **JG | JB | BR**

Date: **May 2026**