



Urban Touch 2013 Risk Assessment



1	2	3	4	5	6	7	8	
Activity/Area	Hazard: Activity areas that could cause harm	Who could be harmed	(Frequency) Likelihood of occurrence	(Severity) Likely severity of injury	Risk Level	Precautions Actions to be taken	By when & who	Reasons evidence for judgement
On the road in Notting Hill Carnival	Wheels on the truck going over someone's toes	Children Staff Carnival Group Public	5	3	High	Stewards to be positioned on side of lorry to stop anyone getting near the wheels of the lorry. Stewards to use rope in congested areas	Young People to be briefed of the danger before they go carnival by Staff Both Days at carnival Stewards	Crushed toes Dragged under lorry
On the road in Notting Hill Carnival Support Vehicle	Getting injured getting on/off the support vehicle	Children Staff	5	2	Medium	Members can only get on and off support vehicle when it is stationary.	Young People to be briefed of the danger before they go carnival by Staff Both Days at carnival	Young people and staff could fall and twist/sprain feet, ankle etc
On the road in Notting Hill Carnival	Route getting congested	Children Staff Carnival Group Public	5	1	Medium	Stewards to use rope to separate crowd from the carnival group.	On the day Stewards	To prevent injury, Panic and to Safe Guard the children and carnival group

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On the road in Notting Hill Carnival	Disorder in carnival Riots Getting crush	Children Staff Carnival Group Public	5	2	Medium	Signal the Dj to stop music Dj to speak to the public Stewards to use rope to separate crowd from the carnival group. In extreme cases call assistance from the police. Children / members to be assisted to get on stationary lorry until help arrives and the situation is sorted out. Children to be put on support vehicle	Young People to be briefed of the danger before they go carnival by Staff Both Days at carnival If situation arises Staff Carnival Group Stewards	Safety of the Children & Carnival Group
On the road in Notting Hill Carnival	Children going to the toilet	Children	5	1	Medium	Children can only go to the toilet with the people that have been identified to the group with CRB Enhanced check (current) no older than 3 years. And preferably a person who works or have worked with children Level 2 or above qualified. That person must let the Carnival Group Leader or Deputy Band Leader know they are taking child/ren to the toilet. When they return they must let the same person know that they have returned.	Young People to be briefed of the danger before they go carnival by Staff Both Days at carnival	Safety of the Children
On the road in Notting Hill Carnival	Children getting separated from the group	Children	5	1	Medium	Children will know the safety drill if they get separated from the group for any reason. Each child will have the Carnival Group name and the Name and Mobile number on them of the workers. They will only talk to the police or London Notting Hill Carnival Stewards	Young People to be briefed of the danger before they go carnival by Staff Both Days at carnival	Safety of the Children

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On the Truck	Speakers falling down	Everyone Dj's Stewards Public	5	1	Medium	All speakers to be strapped down and secured.	The person responsible for checking speaker's safety. Before and during the event.	To ensure to the best of our ability safety. To all people at the event.
Loading / unloading Equipment	Not lifting up equipment properly	People lifting up equipment. As well as people near by	5	3	High	Anyone lifting any equipment will be told the correct way to lift equipment. (i.e Bending their knees) More than one person lifting large or heavy equipment.	Before any equipment is moved By anyone lifting up equipment.	To ensure safety when Loading / unloading Equipment
Generator (Power)	Exhaust fumes from generator	Everyone Dj's Stewards Public	5	1	Medium	Exhaust Fumes to be directed into the air away from the people Generator to be strapped down.	By the person responsible for the generator. This must be done before it is turned on.	To ensure to the best of our ability that no one is inhaling dangerous fumes

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Music Equipment	Electric shock Fire	Everyone	4	5	High	All music equipment must be checked by staff before it is turned on.	On Going All Staff	Electric shock Fire
All Areas	All areas (Accidents)	Everyone Dj's Stewards Public	5	1	Medium	To ensure there is a first aid qualified person around. With current First Aid Certificate no older than 3 years old.	Before the event At all times First Aid person	To have a Qualified First Aid person to administer first aid if needed.
All Areas	All areas Accidents involving fire	Everyone Dj's Stewards Public	5	1	Medium	To ensure there are the correct fire extinguishers on site to deal with all types of fires. By the allocated Fire safety Marshall	Before the event At all times Allocated Fire safety Marshall	To have a person responsible to deal with a fire outbreak. Safety for all at the event
All Areas	Emergency service trying to get through to an area.	Everyone Dj's Stewards Public	5	3	High	Inform the public of the situation. Ask the public to safety clear a space to allow the emergency service to get to the area they need to get to.	When needed The dj or event organiser	To allow the Emergency service to get to the area they need to get to, to carry out their duties.
On the road in Notting Hill Carnival	Adults going toilet	Adults members	5	1	Medium	Adult members must let the Carnival Group Leader or Deputy Band Leader know they are going toilet and let the same person know when they return.	When they have to go toilet The Adult who has to go	So that all members can be accounted for

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Safety check of all areas to be used	All Areas to be checked for safety and that no one is inside the building	Everyone who uses area. Or is in the building	5	2	Medium	All areas need to be checked before use.	Every session All Staff	Areas are used before us and not always left in a safe way.
Toilets	Toilets not being safe to use	Everyone who uses area.	5	1	Medium	Check taps turned off, toilet paper in toilets and toilets safe to use during the session and before we lock up.	On Going All Staff	To ensure that the toilet is safe to use at all times.
Electric equipment must be checked before use to make sure that it works correctly.	Electric Equipment	Everyone	4	5	High	Equipment to be checked before using it. Equipment to be turned on by staff first.	On Going All Staff	Electric shock
Pool Table/ Table Tennis Table	Pool Table / Table Tennis table could fall on top of someone and seriously injure them.	Everyone	5	2	Medium	Pool Table/ Table Tennis Table must be moved by staff.	On Going All Staff	Pool Table / Table Tennis table could fall on top of someone and seriously injure them.
Music Equipment	Electric shock Fire	Everyone	4	5	High	All music equipment must be checked by staff before it is turned on.	On Going All Staff	Electric shock Fire
All areas	Children being left unsupervised	Children	2	1	Medium	No area is to be left unsupervised whilst children are in that area. Close area down and take children to another area.	All Staff	Children being left unsupervised

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Painting	Paint or water dropping on the floor. Children running around with	Children & Staff	5	2	Medium	Speak to children about health and safety when using arts & craft equipment. What to do if water/paint spills on the floor.	All Staff Whoever is supervising activity	To avoid accidents from slipping over paint/water
Cooking /Quite area (multiuse area)	Ensure cooker is switched off. No paper left on floor. Kitchen area left clean and tidy. Children supervised at all times.	Children & Staff	5	3	High	Cooker only to be switched on by staff. Area to be checked by staff before children use it.	All Staff Whoever is supervising activity/area	To avoid a Fire Burns Accidents etc
General equipment	Safety of equipment when being used.	Children & Staff	5	1	Medium	All equipment to be checked when taking them out and when putting them away	All Staff Whoever is supervising activity/area	To avoid accidents due to equipment being broken/faulty
Trips	Ensure that all Childrens consent forms have been filled in or parent/carers contacted and consent given verbally where needed.	Children	5	1	Medium	Ensure that all Childrens consent forms have been filed in or parent contacted and consent given verbally where needed.	On Going Staff Doing Trip	To ensure that all parents/carers has given consent for the child/ren to go on the trip.

Key To Risk Rating

Frequency:

- 5 = Frequently: daily or weekly
- 4 = Regularly: between weekly and once a quarter
- 3 = Infrequently: between quarterly and annually
- 2 = Rarely: once in 1-5 years
- 1 = Feasible but unlikely: less than once in every five years

Severity

- 1 = Minor injury: cuts, bruises etc unlikely to result in sick leave
- 2 = Moderate injuries: likely to result in 1-3 days sick leave
- 3 = Major injuries: more than 3 days sick leave – notifiable to HSE
- 4 = Death
- 5 = Multiple deaths

Action

- H** – High: Action immediately.
- M** – Medium: Action within 12 months
- L** – Low: Action when reasonably practicable

↑ Frequency	5	M	M	H	H	H
	4	M	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	M	M
	0	1	2	3	4	5
	Severity →					

Action Plan

We will be monitoring all events leading up to all the carnivals we will be attending or taking part in including Hackney One Carnival, Luton Carnival, and London Notting Hill Carnival from the press and other sources. We will be working very closely with;

- **Hackney Council.**
- No Carnival Group will be admitted passes to attend Hackney One Carnival unless they comply with the regulations required and attend briefings that are set up.
- We will be monitoring the event at all times. Should the occasion arise where we feel it is not safe to attend the Hackney One Carnival we will pull out and not attend.
- We will also be monitoring the young people's behaviour before and during the event. Should we at any time feel a young person's behaviour is unacceptable we will not take them to the Carnival or make arrangements for them to go home.
- **Luton Cultural Services**
- No Carnival Group will be admitted passes to attend Luton Carnival unless they comply with the regulations required and attend briefings that are set up.
- We will be monitoring the event at all times. Should the occasion arise where we feel it is not safe to attend the Luton Carnival we will pull out and not attend.
- We will also be monitoring the young people's behaviour before and during the event. Should we at any time feel a young person's behaviour is unacceptable we will not take them to the Carnival or make arrangements for them to go home.
- **Notting Hill Carnival**
- **We will be monitoring all events leading up to the Carnival. We will be working closely with CMA, CAMF and LNH CET. We are part of the texting service through CMA with the Police to insure we are kept up to date with all events during carnival including requesting information if and when needed.**
- C.M.A (Caribbean Music Association) one of the Five Disciplines of the London Notting Hill Carnival Enterprises Trust.
- CAMF one of the Five Disciplines of the London Notting Hill Carnival Enterprises Trust.
- The Five Disciplines forms the Company (London Notting Hill Carnival Enterprises Trust)
- Meetings are set up monthly throughout the year to which representatives from the Carnival Group must attend. At some of the meetings, the Police and a Kensington & Chelsea Council Health and Safety Officer attends. They brief the Carnival Groups on regulations, updates of the carnival and what precautions they are taking each year. The Carnival Group gives a number so the police etc can up date them during carnival of any events. The Carnival Group is also given numbers that they can call during the carnival for support from the Police.
- No Carnival Group will be admitted passes to attend Notting Hill Carnival unless they comply with the regulations required and attend briefings that are set up.

We will be monitoring the event at all times. Should the occasion arise where we feel it is not safe to attend the Notting Hill Carnival we will pull out and not attend.

We will also be monitoring the young people's behaviour before and during the event. Should we at any time feel a young person's behaviour is unacceptable we will not take them to the Carnival. Also we will be monitoring how the young people are on the Sunday to see if we take them on Monday. If a young person's behaviour is not acceptable or we fell that they will not be able to cope with Monday

then we will not take them on Monday.

Sign below to confirm you have read and understand and will comply with the risk assessment.

Name	Signature	Date