

# Health and Safety Risk Assessment Form

## Sawbridgeworth and District Rotary Club Reg Charity

### Charity Event: Carols on Fair Green – 24<sup>th</sup> December 2025

Organiser: Peter Clark

Electrical and sound systems supervisor: Peter Clark

Senior Marshal: Paul O'Leary

Team Leaders of Marshals: To be decided the week before the event

Risk assessment: Peter Clark

Risk	Detail and impact	Prevention
Electrical shock	The main risks arise from the use of lighting and audio cables and electrical equipment out of doors.	The installation of lighting and audio cables will be carried out under the supervision of an experienced electrical engineer. The crowd will be kept away from all cable connections and plugs, which will be located in a supervised area bounded by a rope marker fence. RCD/RCCB protection on circuits. No generators.
Physical injury from equipment	Trailing wires, trip hazards, platforms, heavy objects and falling objects	All wires will where possible be strung overhead around the perimeter of the site. Where this is not possible they will be secured well above the crowd or will be terminated in the supervised area bounded by a rope marker fence. There will not be any platforms other than the small, railed in, wooden platform from which the conductor of the choir will lead the singing. There are steps to climb up on to the this. . All the equipment that will be used will be light enough for one person to lift and move, other than the platform itself

		which will be lifted and moved by three or four people. The loudspeakers from the PA system will be doubly secured to their supports.
Ladders	Ladders will not be used for installing and dismantling lighting and audio cables and lights.	The only ladders on site are used as a means of supporting a flood light, not for climbing.
Traffic	Traffic will be excluded from Fair Green	Removable road closure signs and barriers will be employed and will be manned by marshals during the event. The marshals will allow access to Fair Green by emergency vehicles. Additional lighting will be provided at the Vantorts Road barrier.
Covid/flu/bird flu	Risk of last minute cancellation required  Risk of spreading infection	It will be obvious as there will be no band, choir, loudspeakers etc and posters or signage will be prepared. Local social media will be used. No inspection of vaccine records nor test status will be given on entry, because to do so would simply lead to a greater melee of people waiting to come in. The event is entirely outdoor and of short duration (30mins approx.).
Crowd Safety	Access to the event, supervised areas, standing areas for the public, and emergency evacuation.	Access to the site is by the use of paved public footpaths and pavements. The area occupied by the choir and band will be bounded by a rope marker fence and will be supervised by marshals. All cable connections and plugs will be in this supervised area. Experience from previous years has shown that the area occupied by the crowd is large enough that there is minimal risk of jostling. The area occupied by the crowd is made up of both grassed and paved areas, so persons attending without suitable footwear for standing on the grass can stand on the paved areas. Lighting of the area occupied by both the choir and band

		<p>and the crowd is provided by street lighting plus some additional, mainly cosmetic, lighting. The crowd is encouraged to, and generally brings torches and lanterns or use mobile phones as torches.</p> <p>Other than the Christmas tree erected for the occasion there are no fire hazards.</p> <p>Should an emergency evacuation be necessary, it will be announced over the sound system and directed by the marshals.</p> <p>No food or drink is served as part of the event.</p>
Terrorism/violence	Bomb, shooting, stabbing or drive at crowd	Cars will be placed sideways across the road at both ends of Fair Green as per the arrangements introduced last year. No other arrangements will be put in place unless the risk increases and the police advise special measures or cancellation of the event. Thick winter clothing.
Toilets	Toilets will not be provided	The event is only a half hour long and most of the crowd are local residents living within walking distance. A public toilet is available in Bell Street. There are also a number of local pubs with toilets for customers.
First Aid/ Medical	The event is only half an hour long and does not involve any activity other than singing. In the event of a medical emergency, an appeal will be made for a doctor and/or first aider and the emergency services will be called	First aid provision repeats the arrangements which were revised for last year's event with help and advice from Wesley Routledge, Resilience Manager NILO Hertfordshire East of England Ambulance Service. The details are restated in the note at the end of this Risk assessment.
Lost Children		<p>In the event of a lost child being found, the child will be brought to the Christmas Tree and an announcement made on the PA. The child will only be handed over to anyone claiming custodianship when two marshals are satisfied that the claimant is genuine.</p> <p>In the event of an adult reporting a lost child, an announcement will be made on the PA system. The adult reporting the loss will be asked to stand by the Christmas</p>

		tree and the child will be asked to come to the Christmas tree.
Power failure	A standby generator will not be provided, so a power failure will plunge the whole area into darkness and cut off the PA system.	The PA system will have standby battery operation (for the first time this year). The headlights of the vehicles at the entrances will be turned on. There is some emergency lighting. All the marshals will wear reflective tabards.
Traffic Accident		In the event of a traffic accident on the roads approaching the event, the emergency services will if necessary, be called by mobile telephone.
Public liability		The event is covered by the Rotary International blanket policy for all Rotary Clubs.

**Important Notes to be completed:-**

1. Are the activities of this event covered by the standard RIBI Insurance Policy? **Yes**
2. Is a DBS check required for any aspect of the activities?  
(see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library".) **No**

To be signed on the day

Risk Assessor Signed:  ;

Print name: Peter Clark

Date: 26/09/2025

To be checked and re-signed here at the start of the event on 24/12/2025

## **Additional note on First Aid Provision – repeated from last year**

The form in 2023 made it a little tricky as it only gave the options of yes or no to first aid provision, then a comment box, whereas it's a *yes* to some provision but a *no* to hiring first aiders. To do so at that time on Christmas Eve would cost a fortune (which would reduce the fund raising for local charities) even if we could find an organisation prepared to attend.

However we have mitigated against this by the knowledge that amongst the audience and stewards, many are leaders in local community work with good and up to date first aid training.

I for example and several of our stewards completed the Emergency First Aid at Work (EFAW) course with The First Aid Team which was tailored for dealing with the sorts of emergencies encountered amongst church congregations. One of our stewards is a nurse at PAE who also had first aid training and there will be others equally knowledgeable through their involvement in guides and scouts, the ATC, teachers, sports leadership and medics.

We have already advised of our ready access to Church House and its first aid kit and defibrillator. In addition we will have a first aid box in the cars we put across the road at each end of Fair Green. These boxes are sealed HSE Compliant Large 1-50 people. That way the first aiders will have readily to hand the tools for the job.

One final point - we have held Carols on Fair Green many times before and have only known of three accidents over three decades. One was in a house on Fair Green where somebody chopped the end off their finger when opening a camp bed, which meant we tested the ability for an ambulance to gain access through the crowd. The second was when somebody coming to the event tripped on the pavement in Bell Street on uneven paving which was clearly outside our patch. The third was when I personally tripped over the kerb whilst setting up and grazed my face. This was patched up from a first aid kit in my car, so no problem. Our good track record does not mean we don't take first aid provision very seriously,