

Marsden Jazz Festival Risk Assessment [07/18]

ITEM	What/Where?	What are the potential hazards?	Who might be harmed and how?	What are you doing already?	Level of Risk High, Medium, Low	What further action is necessary?
VENUE SAFETY	EVENTS IN PUBS AND CLUBS	Trip hazards, staging, seating, electrics	General public, performers, stewards	Pubs and clubs required to check: Surfaces, seating, staging and electrics Staircases/exits unobstructed and clearly marked,	Medium	Pubs and clubs required to have own H&S arrangements. Stewards to monitor & discuss any areas of concern with manager
	MJF EVENTS IN MARQUEES	Structures, staging, steps, electrics Trip hazards	General public, performers, stewards	All structures and equipment checked prior to events. Stewards identified to general public by wearing MJF t-shirts.	Low	Stewards to monitor area/detail any areas of concern with MJF Office
	MJF INDOOR TICKETED EVENTS	Staging, steps, seating, electrics Trip hazards	General public, performers, stewards	All structures and equipment checked prior to events. Stewards identified to general public by wearing MJF t-shirts.	Low	Stewards to monitor area/discuss any areas of concern with chief steward.
FIRE / EMERGENCY PROCEDURES	EVENTS IN PUBS AND CLUBS	Fire / Other emergencies	General public, performers, stewards	Pubs and clubs required to have own evacuation procedures Stewards on premises to assist in evacuation. Stewards identified to general public by wearing MJF t-shirts.	Medium	Pubs and clubs to ensure stewards and performers are informed of emergency procedures/exits prior to events
	MJF INDOOR TICKETED EVENTS	Fire / Other emergencies	General public, performers, stewards	Chief Steward responsible for briefing stewards on emergency procedures an hour before each gig starts. Stewards identified to general public by wearing MJF t-shirts.	Low	Stewards allocated responsibility for staffing doors/emergency exits

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SOUND AND LIGHTING EQUIPMENT	ALL MJF EVENTS INDOORS AND OUTDOORS	Electric shock, trips	General public, performers, stewards, sound engineer	<p>Equipment owned/ supplied by MJF is supervised by festival volunteers, kept separate from members of the public and turned off when no performances are taking place. The sound engineer supervises hired equipment.</p> <p>With the exception of performances in Marsden Mechanics, bands are contractually obliged to bring their own equipment, for which they are responsible.</p> <p>Festival volunteers involved in sound and lighting are supervised in this activity.</p>	Low	Checks by MJF electrics volunteer and sound engineer at venues.
MANUAL HANDLING	MOVEMENT OF AMPS, CHAIRS AND OTHER HEAVY AND AWKWARD EQUIPMENT	Workers may get back pain or other injuries from handling heavy and awkward objects.	Volunteers, contractors	<p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments of contractors checked for safe systems of work before the event.</p>	Medium	

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WORK AT HEIGHTS	ERECTION OF MARQUEES AND INDOOR LIGHTING	Risk of serious injuries if fall from height.	Contractors, volunteers	<p>Marquees to be erected by a competent person/ contractor.</p> <p>Risk assessments of contractors checked for safe systems of work before the event.</p> <p>All work at height assessed on an individual task basis.</p> <p>Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.</p>	Medium	
ROAD CLOSURES	ERECTION & STEWARDING OF BARRIERS AT THE TOP OF PEEL ST, THE JUNCTION OF PEEL ST & BROUGHAM RD AND WEIRSIDE	<p>Possible collision with vehicles or road traffic accidents involving pedestrians</p> <p>Lifting and moving barriers: Slips trips, falls (Also see 'Manual Handling')</p>	Volunteer stewards	<p>All closures to be clearly signed.</p> <p>All stewards working on road closures to be fully briefed (including being given written notes) and stay behind barriers.</p> <p>Stewards to wear high visibility jackets at all times</p> <p>No vehicles should move once road is closed (with exception of back up vehicle on parade).</p>	Medium	<p>Stewards briefing.</p> <p>High visibility jackets and written notes distributed.</p>

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PEDESTRIAN SAFETY	IN THE STREETS OF MARSDEN/AT MARQUEES	Traffic colliding with pedestrians (adults and/or children)	General public, performers – including children and students, stewards	<p>Voluntary safety wardens oversee the safety of the public moving around Marsden. Wardens staff road closure barriers and only allow vehicular access to emergency vehicles or, by permit to bands unloading equipment (then steward to walk ahead of car to parking place).</p> <p>Safe, dedicated bus drop off point identified.</p> <p>Signage provided to warn other road users of event.</p>	Medium	<p>Stewards briefed about road closures and the parade at volunteers' meeting.</p> <p>Stewards given written information about road closures and parade.</p>
	AT THE SATURDAY PARADE			<p>The parade has stewarded temporary road closures in place along the parade route. Stewards and a back up car accompany the parade and ensure public safety.</p>	Low	
	IN THE PARK	Market vendors moving equipment		<p>Stallholders at the Market in the Park have been granted designated parking rights at Marsden Junior School. Vehicles are required to be off-site before the start of festival activities in the park and cannot return until the market and musical activities in the park have finished.</p>	Low	

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CHILDREN	SAFETY OF CHILDREN DURING THE FESTIVAL	Children and parents can become separated	Children and young people	<p>Parents are responsible for their own children.</p> <p>School and college bands are supervised by accompanying staff from schools/colleges and music schools.</p> <p>Missing children can be reported at the Box Office.</p> <p>Missing children taken to Box Office in Mechanics for safety/collection.</p> <p>Marsden Jazz Festival has a Safeguarding Policy.</p> <p>All persons with direct responsibility for children are required to have DBS checks.</p>	Low	<p>Stewards informed of lost children procedures at Volunteers' Briefing.</p> <p>Stewards referred to Safeguarding Policy on MJF website at Volunteers' Briefing.</p>
MEDICAL AILMENTS/ EMERGENCIES	IN MARSDEN AND THE ENVIRONS	Medical ailments ranging from cuts, stings, broken bones to heart attacks, strokes	General public, performers, volunteers	<p>There will be a designated first aid point over the festival weekend (see location on Festival Venue Map).</p> <p>First Aid arrangements to be checked particularly in outlying venues.</p>	Low	<p>Inform stewards of the location of the designated first aid post.</p> <p>Provide stewards with a map showing the location of the first aid area.</p>

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RECYCLING, LITTER & TOILETS	LITTER & RECYCLING, TOILET CLEANING	Cuts, infection	Volunteers, scouts	<p>Recycling facilities for glass/plastic/tins in prominent positions.</p> <p>Volunteers equipped with high visibility jackets and appropriate equipment for sorting collected recyclable materials, emptying bins and toilet cleaning – e.g. Heavy-duty gloves, cleaning materials, bin bags, bin keys.</p> <p>Children directed not to clean toilets or handle glass and to use litter pickers.</p>	Low	Scouts need to be briefed about their role in litter and recycling procedures i.e. just to litter pick.
DRIVING	DRIVING TO AND FROM VENUES, FERRYING PASSENGERS & EQUIPMENT	<p>Road collisions, harm to passengers</p> <p>Lifting equipment (Also see 'Manual Handling')</p>	Volunteers performers	<p>Checks made of each driver's insurance including carriage of passengers as a volunteer.</p> <p>Checks of each driver's MOT.</p>	Medium	

DUCK RACE	CARRYING OUT DUCK RACE IN RIVER COLNE	Slips, trips and falls	Volunteers	River and weather assessed prior to the Duck Race to ensure that the river level is safe to enter. St John's Ambulance on hand.	Medium	Volunteers to wear suitable footwear near and in river to prevent slipping. Walking poles can be used to help prevent slips.
		Hypothermia from prolonged time spent in river	Volunteers	Volunteers to wear suitable clothing. Waders and wellies available for those in the river for the duck race (Waders borrowed from National Trust). St John's Ambulance on hand in emergencies.	Serious	Warm clothing advised for those spending prolonged time in river.
		Soil micro organisms/Weil's disease	Volunteers	Antibacterial hand gel available. Encourage all volunteers working in the river to wash hands thoroughly before eating.	Serious	Public hand washing facilities in Marsden Mechanics and Riverside Pub.