



Dutch Barn Artisan

Independent Local Market

Event Risk Assessment

Event Name	Party in the Park- Colne 2025
Date of Event	7/6/25
Event Organiser	Tracey Bolton
Name of Venue	Ball Grove Park, Colne
Date of This Risk Assessment	14/1/25
Date of Review	14/3/25
Name of Assessor	Chris Bilsborough
Local Authorities	Trawden Parish Council
Copies Circulated	Trawden Parish Council Tracey Bolton
Notification	Colne Emergency Services
Document Version	1.3

For Reference:

TB - Tracey Bolton (Owner of Lakeside Café - Primary Event Organiser)

CB - Chris Bilsborough (Contractor providing Artisan Market Services)

Hazard & Potential Consequences	Persons at Risk	Control Measures	Additional Control Measures Necessary	Action by who?	Action by when?
Management of Safety and clear responsibilities	Members of Public Employees Volunteers Contractors	Event will have PLI for £5m cover Traders to have PLI of at least £2m cover -PLI Certs to be acquired upon booking Introduction pack will be sent to all traders containing safety info	Ensure responsibilities are agreed and communicated out to all stakeholders. Ensure copies of the documents are available onsite during the event.	CB &TB	14/03/25
Slip, Trips and Falls	Members of Public Employees Volunteers Contractors	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces will be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.	Event Organiser/Stewards to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	CB & TB	14/03/25



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Vehicle movement	Members of Public Employees Volunteers Contractors	CARPARK IS PUBLIC – MAINTAINENCE RESPONSIBILITY OF COUNCIL Entrances to car park/car parking area clearly marked and kept clear at all times. Car park surface to be checked for damage, potholes and debris etc. Temporary traffic cones appropriately placed, if necessary. Police/highways liaised with for large events.	Event Organiser to ensure all contractors are aware of arrangements.	CB & TB	Upon completion of booking
Physical Hazards present at site	Members of Public Employees Volunteers Contractors	Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment.	Where possible, use cones, barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	CB & TB	13/03/25
Manual Handling	Members of Public Employees Volunteers Contractors	Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training. Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks. Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Organiser/team leader to give pre-event briefing session with all employees/volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised ▪ Wherever possible, lift items with assistance rather than alone 	TB & CB	Ongoing



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Weather Issues	Members of Public Employees Volunteers Contractors	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow, lightning etc) Ensure there is an adequate supply of water to prevent dehydration.	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn)	TB & CB	Day of event
Emergency Arrangements and first aid	Members of Public Employees Volunteers Contractors	First aid proposed to be provided by St. John Ambulance – awaiting quote.	Ensure emergency services have adequate access / parking on day of event Quote from SJA Notify all blue light services of event	TB & CB	13/03/25
Children and Young Persons	Members of Public Employees Volunteers	Lost Child policy. (Report to Café)	CRB Cleared to take responsibility	CB (CRB Clearance)	Complete



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Contractors / Traders / Entertainment	Members of Public Employees Volunteers Contractors	Contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site. PLI Will be required and certificates will be provided by traders and entertainment	Ensure contractors are given adequate safety information regarding the event.	TB & CB	Upon booking via info email
Fire Safety	Members of Public Employees Volunteers Contractors	Ensure waste is stored responsibly Ensure BBQ is set up away from any flammable items (i.e. gazebo material)	All staff & volunteers will be told where extinguishers are located	TB & CB	Upon booking via info email
Crowd Management	Members of Public Employees Volunteers Contractors	Anticipated Crowd – 1000 Adequate access for wheelchair users and pushchairs is provided. There are adequate entrance and exit routes with no obstructions. Staff will be provided with radios and mobile numbers circulated to aid communication on the day	Event Organiser to carry out walk through visual inspection (prior to start of event)	TB & CB	Date of event



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Public Disorder	Members of Public Employees Volunteers Contractors	Police to be called in the event of incident deemed unmanageable by staff. Staff to observe crowd behaviours.	Consult with the local Police on security plans.	TB & CB	13/03/25
Disposal of waste	Members of Public Employees Volunteers Contractors	Arrangements in place to clear site of litter and refuse after event, including local council for the disposal of any waste classed as hazardous i.e. light tubes, medical waste etc. Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day. Special containers for glass. Appropriate protective clothing and equipment provided for litter/ waste collection.	All relevant people to be briefed on arrangements for waste collection	TB & CB	13/03/25
Welfare Arrangements E.g. Lack of toilet facilities, public hygiene	Members of Public Employees Volunteers Contractors	Portaloos will be provided alongside Café toilets	Organiser to consider appropriate number of toilets required for event. Quote for 3/4	TB	13/03/25

