Blue Duo Events: Health and Safety Risk Assessment

Manual Handling

Who might be harmed?	In what way may they be harmed?	What might cause the harm?	How can the risk of harm be controlled?	Control in place?
• Members of staff	• Abrasions, cuts, and fractures • Back pain • Muscle sprain • Joint or disc injuries • Trapped nerves • Hernias	• Heavy loads • Bulky loads • Unstable loads • Moving loads across uneven surfaces • Moving loads across slippery surfaces • Moving loads around obstacles • Moving loads in poorly lit areas etc • Lack of manual handling training	Ensure that the movement of loads is within each individual's ability	Yes
			Allocate more than 1 person to moving large or heavy loads	Yes
			Reduce the load by breaking it down into smaller pieces	Yes
			Make loads easier to handle e.g. by adding handles to the packaging or wearing gloves	Yes
			Remove unnecessary packaging	Yes
			Ensure load does not obstruct the view (of those moving it) during the manual handling operation	Yes
			Ensure load is stable e.g. repackage	Yes
			Provide lifting and/or moving aids e.g. sack trolleys, and train staff in their use.	Yes
			Allow a resting stage between loads to allow muscles to recover	Yes
			Store heavy, frequently-used items at waist height, to limit the need for lifting up and setting down	Yes
			Provide lifting aids: train staff in their use	Yes
			Assess route and remove hazards e.g. repair damaged flooring, provide non-slip trackway, improve lighting, remove obstacles	Yes
			Identify alternative safe route	Yes
			Provide suitable PPE e.g. boots with good sole grip	Yes
			Provide suitable manual handling training	Yes

Violence at work				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors	• Verbal abuse • Threats • Assault leading to physical injuries	• Robbery and theft • Robbery when moving cash to secure storage • Payment disputes • Group disorder • Persons under the influence of drink or drugs • Frustration • Intimidation and racial harassment	Use of Bank cards / cashless transactions encouraged	**Yes**
			Cash in tills kept to a minimum	**Yes**
			Valuable goods located away from service counters	**Yes**
			Cash kept in a secure place	**Yes**
			Transfer of cash to secure storage is at random times	**Yes**
			Transfer of cash to secure storage uses varied routes	**Yes**
			Transfer of cash to secure storage involves, where possible, two people	**Yes**
			Staff trained not to resist robberies	**Yes**
			Staff trained to have a planned escape route	**Yes**
			Staff trained to recognise signs of aggression	**Yes**
			Staff trained to provide a good, friendly service	**Yes**
			Staff trained not to respond to provocation or abuse	**Yes**
			Staff trained to offer a 'way out' by allowing an aggressor to 'save face'	**Yes**
			Staff trained to summon help and support immediately it is needed	**Yes**
			Staff trained to share information on potential or known troublemakers	**Yes**
			Avoid lone working where possible. Where lone working cannot be avoided a risk assessment will have been carried out and necessary controls implemented.	**Yes**
			Ensure appropriate means of communication	**Yes**

Slips, Trips & Falls				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Members of staff • Contractors • Members of the public	• Abrasions and cuts • Bruising / sprains • Musco-skeletal injuries • Fractures • Death	• Outdoors - slippery or uneven surfaces • Trip hazard obstacles • Indoors - slippery or uneven surfaces • Use of stairs and uneven surfaces • Human factors	Site survey carried out to identify slip and trip hazards – hazards removed or controlled (e.g. wet leaves removed from walkways or icy travel routes salted/gritted, pot holes and uneven surfaces removed/repaired)	**Yes**
			Safe routes identified and used by staff. Trip hazards that cannot be removed are identified and highlighted	**Yes**
			Suitable and/or protective footwear required and worn	**Yes**
			Guy ropes and anchors highlighted and/or barricaded off from public access	**Yes**
			Cables not run across walkways without suitable, marked protective cable routers	**Yes**
			Stock stored appropriately to prevent obstacle creation	**Yes**
			Where limited areas of flooring show indications of slip hazards, non-slip mats assessed for temporary use	**Yes**
			Cleaning plan in place and spillages cleaned up without delay (Clean as you go). Staff trained in cleaning procedures	**Yes**
			Planned maintenance programme in place to reduce failure risks that could result in leaks. Arrangements in place for urgent repair call outs	**Yes**
			Leaking liquid collected, and disposed of	**Yes**
			Hazard warning signs displayed after wet cleaning	**Yes**
			Suitable equipment provided to limit liquid on floor e.g. mop wringer and staff fully trained in safe wet cleaning	**Yes**
			Clean footwear policy in place to ensure muddy footwear removed before entering catering units	**Yes**
			Planned maintenance checks on equipment to reduce unnecessary condensation. Ventilation (and extraction) overhauled/improved if continuing issue	**Yes**
			Cleaning plan adapted to include regular removal of condensation, as appropriate	**N/A**

Slips, Trips & Falls ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Members of staff • Contractors • Members of the public	• Abrasions and cuts • Bruising / sprains • Musco-skeletal injuries • Fractures • Death	• Outdoors - slippery or uneven surfaces • Trip hazard obstacles • Indoors - slippery or uneven surfaces • Use of stairs and uneven surfaces • Human factors	Suitable flooring to meet hygiene and safety standards for its planned use	**Yes**
			Temporary flooring suitability checked before use to ensure it has slip resistant properties and does not lift or crease causing tripping hazards	**Yes**
			Where limited areas of flooring show indications of slip hazard, non-slip mats assessed for temporary use	**Yes**
			Slip resistant footwear for staff provided where necessary	**Yes**
			Staff encouraged to report damage flooring immediately. Damaged areas of flooring highlighted and barricaded off	**Yes**
			Damaged flooring repaired or replaced	**N/A**
			Regular drain clearance and blockages cleared to avoid overflowing. Drainage replaced or repaired if continuing problem	**N/A**
			Tasks involving use of stairs limited where practicable. Stair hazards included in Manual handling assessments	**Yes**
			Stairs inspected regularly to ensure in good condition and to identify and manage wear and tear. Stair nosings highlighted	**N/A**
			Uneven surfaces identified, barricaded off or signage warnings. Early repair	**N/A**
			Level changes highlighted	**Yes**
			Safe systems of work in place, including realistic time allocation for tasks. Staff trained in safe ways of working	**Yes**
			Job allocation based on individual's ability to carry out tasks safely. Vulnerable staff (due to age, illness, disability etc) provided with extra training support and on the job supervision	**Yes**
			Staff trained to report damage to equipment, surfaces, structures and facilities as soon as spotted. Staff trained to report accidents, injuries and near misses	**Yes**
			Accident books reviewed for information on slip, trip and fall near misses	**Yes**

Slips, Trips & Falls ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Members of staff • Contractors • Members of the public	• Abrasions and cuts • Bruising / sprains • Musco-skeletal injuries • Fractures • Death	• Outdoors - slippery or uneven surfaces • Trip hazard obstacles • Indoors - slippery or uneven surfaces • Use of stairs and uneven surfaces • Human factors	Regular checks to ensure stock is packed away safely and obstacles are removed from walkways. Staff regularly reminded of importance of keeping walkways clear and obstacle free	**Yes**
			Regular checks to ensure levels of lighting suitable for tasks carried out. Swift replacement of failed bulbs	**N/A**

Contact with hot liquids (steam, hot water, hot oil) and hot surfaces				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Burns from hot oil • Burns from contact with hot liquids or surfaces	• Slips trips and falls • Poor kitchen layout • Failure to use protective equipment/clothing • Malfunctioning equipment • Water taps too hot • Spills	Use of automated or semi-automated filtering processes, where possible	N/A
			Manufacturer's instructions followed	Yes
			Appliances turned off, including at the wall socket for electric appliances, and at the on/off control for gas appliances	Yes
			Emptying and/or filtration commenced when the oil has cooled to 40°C or lower	N/A
			Staff trained in safe methods for emptying and cleaning fryers, including oil filtration, in accordance with the manufacturer's instructions	N/A
			Staff provided with suitable personal protective equipment including eye protection (goggles), heat resistant gloves and aprons. Staff required to wear appropriate protective footwear.	Yes
			Appropriate flooring for the work activities, ideally slip resistant	Yes
			Floors maintained in good condition; spillages cleared up immediately. Where necessary warning signage displayed.	Yes
			Regular cleaning in accordance with the Cleaning plan	Yes
			Walkways kept free from tripping hazards such as trailing cables or obstructions	Yes
			Equipment generating heat sited, where possible, away from main walkways and away from customer contact	Yes
			'Hot Surface' signs displayed	Yes
			Suitable protective equipment provided e.g. heat resistant kitchen cloths for removal of items from cookers/bain-maries etc	N/A
			Staff provided with appropriate protective overclothing e.g. long sleeved jackets etc	Yes
			Heating, cooking and hot holding equipment regularly maintained, to include effective operation of thermostats and cut outs	Yes

Contact with hot liquids (steam, hot water, hot oil) and hot surfaces ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Burns from hot oil • Burns from contact with hot liquids or surfaces	• Slips trips and falls • Poor kitchen layout • Failure to use protective equipment/clothing • Malfunctioning equipment • Water taps too hot • Spills	Hot water containers e.g. urns sited on level surfaces, restraints fitted to prevent overturning and sited away from customer contact	N/A
			Staff trained in safe use of steam generating equipment before first use	N/A
			Thermostatic controls fitted	Yes
			Hot water signs displayed	N/A
			Equipment not over filled	Yes
			Lids fitted where appropriate	Yes
			Movement of hot liquids limited	N/A
			Service temperature limited	Yes

Lone Working				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors	• Minor injuries • Major injuries • Verbal abuse • Physical assault • Death	• Apparent vulnerability of the lone worker • Lack of support in case of equipment failure • Lack of support in case of accident	Avoid lone working	**Yes**
			Full risk assessment of workplace and work location carried out	**Yes**
			Assessment of medical suitability for lone working carried out	**Yes**
			Control/risk mitigation measures implemented and regularly reviewed	**Yes**
			Staff trained in ways to deal with aggression and violence (See Violence at work risk assessment)	**Yes**
			Measures in place to manage any risks in travelling to and from work alone, particularly at night	**Yes**
			Measures in place, such as a 'buddy system' to ensure that a lone worker returns safely from work to their home base	**Yes**
			Staff given all necessary safety information e.g. presence of hazardous substances and safe use of equipment	**Yes**
			Staff trained in First Aid and provided with appropriate First Aid materials	**Yes**
			Appropriate emergency arrangements in place	**Yes**
			Staff trained in using emergency arrangements	**Yes**
			Arrangements in place to allow staff to communicate with others in the case of emergency. Including back up measures for places where mobile phone reception is poor	**Yes**
			Regular visits or contact to check on the health, safety and wellbeing of lone workers	**Yes**

Use of portable generators				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Shock and electrocution • Burns • Injuries due to explosion • Asphyxiation and death • Breathing difficulties due to fuel/exhaust fumes • Skin damage due to contact with fuel • Hearing damage due to generator noise • Injuries due to contact with the generator	• Contact with generators • Incorrect user of generators • Poor maintenance • Poor refueling arrangements • Noise levels too high	Avoid contact with output terminals and hot generator parts	**Yes**
			Ensure generator is suitably grounded i.e. is provided with an appropriate ground fault circuit interrupter, which is regularly tested to ensure effective operation	**Yes**
			Ensure generator is sited in a secure place, which is not an enclosed space, where unauthorised access can be prevented	**Yes**
			Ensure suitable guarding is in place to protect against contact with all moving parts which could cause injury	**Yes**
			In wet conditions ensure that the generator is covered with a non-flammable open sided canopy and that no part of the canopy is within 2 to 3 feet of the generator whilst operating	**Yes**
			Generator is sited on non-flammable, dry, level surface where water cannot pool	**Yes**
			Generator is switched off immediately if it becomes wet or water pools around it	**Yes**
			Hands are dry before any contact with the generator	**Yes**
			Regularly check temperature gauges to avoid over heating	**Yes**
			If overheating then cease use until checked for safety and use protective, heat resistant gloves for any essential handling	**Yes**
			After use, cool generator before storing in a well-ventilated area	**Yes**
			To avoid Injuries due to fire or explosion properly implement the controls in Fire Risk Assessment. Refer to Fire Risk Assessment	**Yes**
			Ensure generators are not operated in enclosed spaces. Operate in the open air and ensure not sited in close proximity to buildings or enclosed areas where exhaust fumes could build up	**Yes**
			Ensure Carbon monoxide alarm is fitted and operational	**N/A**
			Generator is visually checked for signs of damage before use	**Yes**

Use of portable generators ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Shock and electrocution • Burns • Injuries due to explosion • Asphyxiation and death • Breathing difficulties due to fuel/exhaust fumes • Skin damage due to contact with fuel • Hearing damage due to generator noise • Injuries due to contact with the generator	• Contact with generators • Incorrect user of generators • Poor maintenance • Poor refueling arrangements • Noise levels too high	Ensure generator is regularly maintained and tested by a competent person, in accordance with Manufacturer's instructions. As a minimum 6 monthly, or after 400 hours of operation (whichever occurs first) testing is recommended.	**Yes**
			Ensure generator is regularly maintained in accordance with Manufacturer's instructions	**Yes**
			Only refuel the generator in the open air once generator has cooled. Ensure generator is sited in a secure place whilst being refueled where unauthorised access can be prevented	**Yes**
			To avoid spillage during refueling, ensure generator is sited on level/even ground	**Yes**
			Ensure safe system of work for refueling, including use of safety spouts or funnels	**Yes**
			Ensure anyone tasked with refueling has been properly trained to do so safely	**Yes**
			Purchase a quieter generator to minimise noise levels which could cause hearing damage	**N/A**
			Fit suitable housing lined with non-flammable noise damping material	**N/A**
			Provide suitable PPE to minimise hearing damage i.e. hearing protection, monitor usage and maintain in good condition	**Yes**

Tents, gazebos and other temporary structures				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Members of the public	• Abrasions and cuts • Bruising • Fractures • Musco-skeletal injuries • Electrocution	• Collapse of structure / poor set-up • Bad weather • Falls from height - erection/dismantling • Slips and trips • Contact with electrical cables • Poor manual handling	Ensure structure is fit for purpose. Use in line with manufacturer's advice to prevent the collapse of the structure	**Yes**
			To ensure that the structure is sited on suitable land, carry out pre-event site survey and agree alternative provision with organiser, where possible. If not, all possible measures taken to reduce risks e.g. levelling, compacting, use of equipment to ensure stability	**Yes**
			Ensure anchors are of sufficient length and appropriate for specific soil. Carry out "pull out" tests. Ballast (calculated to meet likely forces) used as alternative where appropriate. Follow manufacturers advice	**Yes**
			Anchors, guy ropes/ wires and structural elements are regularly checked for poor condition and replaced as necessary	**Yes**
			Weather monitored. Structure taken out of use if wind forecast to exceed tolerance	**Yes**
			To detect damage as a result of vandalism, regular checks carried out. Repairs as necessary	**Yes**
			During erection and/or dismantling, ensure safe systems of work are in place for hazardous activities and to prevent the misuse of equipment	**Yes**
			Staff/contractors fully trained in the use of equipment and the safe systems of work for erecting and dismantling gazebos and tented structures	**Yes**
			Work at height avoided where possible e.g., through use of lifting machinery, use of platforms etc	**Yes**
			Use of ladders limited to low risk, short duration (30 minutes at a time) activities	**Yes**
			Regular checks to ensure ladders are suitable for their intended purpose and remain in good condition	**Yes**
			To prevent falls from height staff are trained in the safe use of ladders	**Yes**
			PPE provided, where necessary e.g., safety harnesses, hard hats, gloves	**Yes**
			Implement the specific risk assessments for Working at height and for Slips, trips and falls as applicable	**Yes**
			Where possible carry out a pre-event visit to identify hazards which can result in slips and trips (uneven ground, mud and slippery surfaces) and to assess site suitability	**Yes**

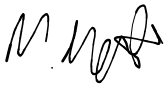
Tents, gazebos and other temporary structures ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Members of the public	• Abrasions and cuts • Bruising • Fractures • Musco-skeletal injuries • Electrocution	• Collapse of structure / poor set-up • Bad weather • Falls from height - erection/dismantling • Slips and trips • Contact with electrical cables • Poor manual handling	Specify to event organiser level ground as required	**Yes**
			If when on-site, obstacles are identified which could cause a slip or trip injury, then these are highlighted e.g., through use of hazard tape and/or “barricaded” off	**Yes**
			Key walkways are kept clear, in good condition and suitable for use e.g., by use of matting etc	**Yes**
			To minimise the risk of a slip, trip or fall injury, staff are asked to wear safety shoes with anti-slip soles	**Yes**
			Carry out a pre- event visit to establish proximity of any overhead or underground cables to planned site of gazebo/tented structure etc.	**Yes**
			Organisers requested to provide detailed information on location and type of underground/overground electrical services	**Yes**
			Procedures for the delivery, erection and dismantling of the structure to be amended as necessary if presence of electrical cables is likely to impact on existing procedures	**Yes**
			Staffed briefed on locations of the electrical cables and instructed to avoid such areas	**Yes**
			To prevent injuries from poor manual handling during the erection/dismantling of structure, manual handling risk assessments carried out and the controls implemented as applicable	**Yes**
			Staff trained in safe manual handling procedures	**Yes**
			If trading during hours of darkness, sufficient lighting is provided inside and outside the unit to ensure a safe exit	**Yes**

Towing Trailers				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Minor injuries • Major injuries • Death	• Trailer not roadworthy • Incorrect trailer loading • Fall from trailer whilst loading • Incorrect coupling of trailer to towing vehicle • Maximum towing combination weight exceeded • Poor trailer manoeuvring • Vehicle accident	To ensure the trailer is roadworthy, regular maintenance of the trailers is carried out by competent persons. Records are kept.	**Yes**
			Staff trained in correct trailer loading (See also Manual handling Risk assessment)	**Yes**
			To prevent falls from trailer whilst loading, staff are trained in safe systems of work (See also Working at Height Risk assessment)	**Yes**
			To ensure correct coupling of trailer to towing vehicle, staff are trained in correct coupling procedures	**Yes**
			Manufacturer's maximum towing combination weight checked and loading limit set to ensure maximum not exceeded	**Yes**
			Staff trained in safe trailer manoeuvring and towing	**Yes**
			Provide Banksmen where reversing is necessary	**Yes**
			Drivers have a current licence and experience in driving and towing i.e. competent for the task	**Yes**
			Vehicle accident causes investigated and remedial measures, where necessary, put in place	**Yes**

Use of Vehicles				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Minor injuries • Major injuries • Death	• Unsafe vehicles • Unsafe driver	Vehicles are suitable for the tasks required	**Yes**
			Vehicles have good direct visibility when reversing. Where necessary reversing alarms fitted or banksmen provided	**Yes**
			Safety features such as horns, lights, reflectors and reversing lights fitted	**Yes**
			Vehicles have effective brakes	**Yes**
			Adequate seats and seat belts fitted, maintained in good working order and used	**Yes**
			Safe means of access and exit to the vehicle available	**Yes**
			Vehicles suitably maintained (in accordance with manufacturer's instructions) so that they are in good mechanical condition	**Yes**
			Where necessary, vehicles have a current MOT certificate and are properly insured	**Yes**
			Basic safety checks carried out before use e.g. tyres checked for correct inflation	**Yes**
			Brakes engaged before loading or removal of goods begins. Consider use of wheel chocks.	**Yes**
			Driver have current licence and experience in driving and towing i.e. competent for the task	**Yes**
			Training on manoeuvring and general driver safety provided and refreshed as necessary	**Yes**
			Drivers informed of hazards at destination site	**Yes**
			Loading and unloading pre-planned	**Yes**
			Suitable access equipment for loading/unloading provided	**Yes**
			All manual handling tasks risk assessed and hazard controls in place	**Yes**
			Safe systems of work used e.g. for coupling and uncoupling. Spot checks made.	**Yes**
			Shifts designed to avoid driver fatigue	**Yes**

Use of electricity				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Burns • Eye damage • Electrical shock	• Unsuitable electrical supply system • Unsafe electrical supply system • Unsuitable electrical equipment • Unsafe electrical equipment • Lack of maintenance • Misuse of electrical equipment	Ensure electrical supply systems are suitable for their intended use	**Yes**
			Where temporary supply systems, including cables, plugs, sockets and fittings are used outdoors they are suitably constructed and protected to remain safe within the operating environment e.g. protected against water penetration or mechanical damage.	**Yes**
			Electrical supply system installed and/or adapted by a competent electrician i.e. NICEIC registered or similar	**Yes**
			Electrical supply system checked and certified as safe for use by a competent electrician every 5 years	**Yes**
			Records of inspection and certification maintained	**Yes**
			All electrical equipment suitable for its intended use	**Yes**
			All electrical equipment designed for commercial activities and CE or UK CA marked	**Yes**
			All electrical equipment used outdoors in a situation open to the weather i.e. NOT within a mobile catering vehicle, suitably protected against adverse environmental conditions such as water, dust and heat etc	**Yes**
			Suitable protective devices such as fuses, RCDs (circuit breakers) and appropriate earthing in place	**Yes**
			Staff trained to carry out visual checks of equipment, especially portable equipment before use.	**Yes**
			Any damaged equipment removed from use immediately, separated out and marked as unsafe and not to be used. Equipment only allowed back into use when repaired by a competent person	**Yes**
			Easily accessible isolator switches in place to allow machinery to be rapidly turned off in case of emergency. Isolator presence marked by approved safety signs stating 'Danger Mains Isolator'	**Yes**
			Regular checks carried out on all electrical equipment by a competent person e.g. a qualified electrician that is NICEIC registered or similar	**Yes**
			Portable equipment safety tested annually, unless handheld which is checked every 6 months	**Yes**
			Records of safety checks kept	**Yes**

Use of electricity ... continued				
Who might be harmed?	**In what way may they be harmed?**	**What might cause the harm?**	**How can the risk of harm be controlled?**	**Control in place?**
• Staff • Contractors • Members of the public	• Burns • Eye damage • Electrical shock	• Unsuitable electrical supply system • Unsafe electrical supply system • Unsuitable electrical equipment • Unsafe electrical equipment • Lack of maintenance • Misuse of electrical equipment	Staff trained in safe use of electrical equipment.	**Yes**
			Access to electrical supply systems restricted to prevent tampering/misuse	**Yes**

Signed:  **Print Name:** Matt Morton

Date: 12/06/2025 **Review Date:** 05/10/2025