

RISK ASSESSMENT

Activity: Pre-Festival Catering Setup (Outdoor Events)

Company: Primrose Weddings and events TA HGFD and Funky Fridays

Location: Festival / Outdoor Event Site

Assessment Date: 1.9.25

Assessed By: Linda Aikman

Review Date: 31.8.26



1. DRIVING TO & FROM EVENT SITE

Hazard	Who is at Risk	Risk	Control Measures	Residual Risk
Road traffic accidents	Drivers, public	High	• Only licensed, competent drivers	
• Vehicles roadworthy, MOT & insurance valid				
• No mobile phone use while driving				
• Adequate rest breaks, no fatigue driving				
• Adhere to site speed limits	Low			
Reversing vehicles on site	Staff, public	Medium	• on site Banksman used where possible	
• Reversing alarms/cameras fitted				
• High-vis worn on site				
• Minimise reversing	Low			

2. LOADING & UNLOADING VANS

Hazard	Who is at Risk	Risk	Control Measures	Residual Risk
Slips, trips & falls	Staff	Medium	• Keep loading areas tidy	
• Good lighting used if low visibility				
• Non-slip footwear worn	Low			
Falling objects	Staff	Medium	• Load secured during transit	
• No standing under raised tail lifts				
• Controlled unloading, one person in charge	Low			
Tail lift injury	Staff	Medium	• Only trained staff operate tail lifts	
• Never exceed Safe working load				
• Keep hands/feet clear	Low			

3. MANUAL HANDLING & HEAVY LIFTING

Hazard	Who is at Risk	Risk	Control Measures	Residual Risk
Back strain / musculoskeletal injury	Staff	High	• Manual handling training provided	
• Team lifts for heavy/bulky items				
Wherever practicable locate on site fork lift or telehandler and operator				
• Use trolleys, dollies, sack trucks				
• No lifting above individual capability	Low			
Awkward lifting on uneven ground	Staff	Medium	• Assess ground conditions	
• Wear suitable footwear				
• Adjust lifting technique or relocate items	Low			

4. SETTING UP OUTDOOR CATERING AREA

Hazard	Who is at Risk	Risk	Control Measures	Residual Risk
Uneven ground	Staff	Medium	• Area inspected before setup	
• Trip hazards identified and avoided				
• Mats used where necessary	Low			
Weather conditions (wind, rain, heat)	Staff	Medium	• Monitor weather forecast	
• Secure gazebos/marquees correctly				
• Adequate hydration & sun protection	Low			
Working near other contractors	Staff	Medium	• Clear communication with site managers	
• Follow site traffic & safety plans				
• PPE worn as required	Low			

5. GENERAL SITE SAFETY & WELFARE

Hazard	Who is at Risk	Risk	Control Measures	Residual Risk
Fatigue during long setup	Staff	Medium	• Adequate breaks provided	
• Work rotated where possible	Low			
Lack of PPE	Staff	Medium	• Hi-vis, safety footwear worn	
• Gloves used for manual handling	Low			
Emergency situations	Staff	Medium	• Emergency exits known	
• First aid kit available				
• Incident reporting procedure in place	Low			

ADDITIONAL CONTROLS

All staff briefed before arrival on site

Toolbox talks carried out where necessary

Compliance with festival/event safety rules at all times

Overall Risk Rating:

LOW (when control measures are followed)

Signed: _____

Date: _____