

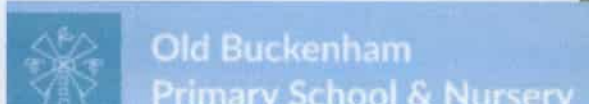
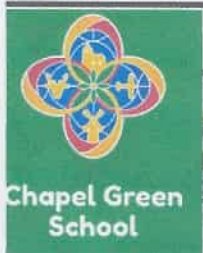


Old Buckenham Parish Council

Risk Assessment & Method Statement Form

March 2024

Prepared by: Green Working Party



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Risk Assessment & Method Statement Form

March 2024

Prepared by: Doug Irons
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Distribution

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Modification/Revision History

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1.1	Page 2	Changes to distribution	March 12, 2024

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1 Risk Assessment & Method Statement

1.1 Context

To Evaluate from a Health and Safety point of view any Event that could take place on the Old Buckingham Village Green and to make sure potential Risks that could arise have been assessed and addressed.

1.1.1 Event Details

Event Name: Two Wheel Tuesday

Location on OS Green: See Map in lettings form

Start Date: 2nd April 2024

Duration of Event: 29th October 2024

Maximum number attending: 1000

1.1.2 Event Organiser Details

Organiser Name: Dave Traynor

Address:

Post Code:

Telephone number:

Email address:

2 Notes for Completion

Severity	5	LOW	MEDIUM	HIGH	HIGH	HIGH
	4	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3	LOW	LOW	MEDIUM	MEDIUM	HIGH
	2	LOW	LOW	LOW	MEDIUM	MEDIUM
	1	LOW	LOW	LOW	LOW	LOW
		1	2	3	4	5
		Probability				

Consider each step of the task within the **Event** you are assessing and determine what hazards are likely to be present or may be encountered during the course of the **Event** taking place. For each hazard identified, determine the potential for harm (**Risk**) using the table on the left. Where a high level of **Risk** is identified, additional control measures must be implemented, and this detail must be entered in the relevant section of your assessment sheet. You should then determine what the level of residual **Risk** is with your controls in place.

LEVELS OF RISK

HIGH	Risks are intolerable and additional controls must be introduced to reduce risk further
MEDIUM	Risks are tolerable, but only if additional control measures identified are not reasonably practicable to implement
LOW	Risks are broadly acceptable, and risks should be monitored to ensure the level does not change

Ensure that you complete the Task detail and identify who could be harmed at the top of the form
All assessments should be given a reference number and each assessment is required to be reviewed and signed off by the Green Working Party.

NOTE

COMPLETION OF THIS FORM DOES NOT NEGATE THE REQUIREMENT TO IMPLEMENT ANY ADDITIONAL CONTROLS IDENTIFIED BY ONGOING ASSESSMENT

OBPC		EVENT RISK ASSESSMENT FORM			
Event Organiser: Dave Tranmer		Location: Crown Road opposite Barbers yard		Date of Event: 2/4/ 24 – 30/10/24	Event Ref No: OBPC001-04 & OBPC001-05

Severity	5	L	M	H	H	H
	4	L	M	M	H	H
	3	L	L	M	M	H
	2	L	L	L	M	M
	1	L	L	L	L	L
		1	2	3	4	5
		Probability				

HIGH = 15-25	MEDIUM = 8-12	LOW = 1-6
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Identify who / what can be affected by your **Event** activities (Tick all that apply)

Event Staff	✓	Contractors	✓	Customer Staff	✓	Public	✓
3 rd party Equipment	✓	Environment	✓	Flora/ Fauna	✓	Others	✓

Identify below all hazards that are, or may become, present as **Event** progresses. Rate the **Risk** (High, Medium, or Low) before your controls are put in place.

Hazards Present	✓	Risk	Hazards Present	✓	Risk	Hazards Present	✓	Risk
Adverse Weather	✓	L	Fire / Explosion	✓	L	Environment	✓	L
Working environment (temperature, lighting)	✓	L	Electricity	✓	M	Sharp Edges / Pro-tuberances	✓	L
Falling Objects		N/A	Hot parts or liquids	✓	L	Slippery /Uneven surfaces	✓	L
Work by third parties	✓	L	Gas Bottles	✓	L	Highways	✓	M
Working at height (Ladder/Steps)		N/A	Moving objects / machinery	✓	M	Manual handling	✓	L
Noise	✓	L	Large number of Attendees	✓	M			
Other (Please describe)				✓				

Considered Effects on	✓	Considered Effects on	✓	Considered Effects on	✓
Parking	✓	Marshalling Vehicles	✓	Waste transfer/removal	L
Highways	✓	Marshalling People	✓	Toilets	L
Residences local to event	✓	First Aid Provision	✓	Hygiene / Wash Stations	L
Wider Community	✓	Flora & Fauna	✓	Animals / People	L
Other (Please describe)	✓			People / Vehicles	L

For the **high & medium risk hazards identified above**, detail below the controls you have, or intend to put, in place & rate the resultant **Risk** with your controls

Control Measures Implemented	Risk (HML)
Electricity crossing the Road: Fully RCD protected cable and mechanical protection over highway.	L
Attendees Numbers: Marshalls control entrance and exit and parking across the designated of the green, communication with attendees highlighting all requirements for those that attend the event.	L
Highway: large number of people crossing to and from the Public house entrance. One point of access and egress, marshal control for event, temporary 20MPH speed signs erected and no parking signs.	L
Moving objects/Machinery: Marshalls control access and egress along with parking across the designated of the green, communication with attendees highlighting all requirements for those that attend the event	L

If no method statement is available for the **Event** to be undertaken, detail below step by step how you intend to carry out the Event. Alternatively, you can use the space to draw a diagram or provide supplementary notes.

During Spring, Summer and Autumn the event called Two-wheel Tuesday occurs, this is a meeting of Motor bikes, bicycles and general public that attend the Village green opposite Barbers yard and use the agreed part of Old Buckenham green.

It's a popular event with sometimes 1000 attendees.

There is outside catering providing food and drinks available from the Ox & Plough. Toilet and hand washing facilities available inside the Ox & Plough.

To help mitigate any potential problems that may arise the attendees are asked by the marshals to adhere to a voluntary 20MPH speed limit and to drive safely to and from the event. Park where asked to do so by marshal in an organised manner.

If any one does not adhere to the rules of the event they are asked to leave.

More detail on control measures is provided in email to OBPC from Phil little dated 30th September 22 7h52 AM
Subject: Risk Assessments for Green application: Two-wheel Tuesday and Picnic Benches



2.1 Environmental Impact Assessment

Establish from the Event Organiser any environmental aspects that may impact the preservation of the Old Buckenham Village Green Flora or Fauna. Be it the Event itself or the attendees to said event.

Identify any controls necessary to control any possible effects the Event may have and note below:

Grassed Area of the green:

Access area to the green to be monitored for wear and tear

When the event is not running if required any repairs to the surface of the Green will be carried out to maintain the beauty of the area, any planting of Grass seed will be discussed with Green committee prior to ensure the correct grass seed is planted.

Rubbish bins provided during event and regularly emptied to help control any potential problem

Area checked for Rubbish during and after the event

Your assessment must be discussed and agreed with all your event members, visitors to event, any contractors who may be affected by your event, who must sign below to confirm that the controls and controls applicable.

Name (print)	Nazmi Bailey	Name (sign)	[Redacted]	Job Title	Chair OBP
Name (print)	David Trimmer	Name (sign)	[Redacted]	Job Title	Manager of Ox & Plough
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	

30/7/24
Do [Redacted]