

Prepared by: OBPC Green Lease Committee
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Revision 1.3

**Old Buckenham
Parish Council**



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Village Green: Risk Assessment and Method Statement

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4 OBPC RISK ASSESSMENT FORM REV 1.3 OCT 24	A	Approved	1/7

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 Buckenham Village Green and to make sure potential **Risks** that could arise have been assessed and addressed.

1.1.1 Event Details

Event Name:

Company Name:

Location on OB Green:

Start Date:

Duration of Event:

Maximum number attending

Maximum number of events

Telephone No

Email Address

1

1.1.2 Event Organiser Details

Organisers Name:

Address:

Postcode:

Telephone Number:

Email address:

2 Notes for Completion

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.

Recommend Guidance can be found at *The Purple Guide for Health and Safety*.

<http://www.thepurpleguide.co.uk/> this was originally published by the Health & Safety Executive, the Purple Guide is designed to provide guidance for event organisers, suppliers, local authorities and others involved in the outdoor events industry.

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				

Levels of Risk

- 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 Lease Committee.

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

OBPC		EVENT RISK ASSESSMENT FORM									
Event Organiser:				Location:				Date of Event:		Event Ref No:	
Severity	5	L	M	H	H	H	HIGH = 15-25	MEDIUM = 8-12	LOW = 1-6		
	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											

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
Adverse Weather	☐		Fire / Explosion	☐	
Working environment (temperature, lighting)	☐		Working at height (Ladder/Steps)	☐	
Falling Objects	☐		Hot parts or liquids	☐	
Slippery /Uneven surfaces	☐		Sharp Edges / Protuberances	☐	
Work by third parties	☐		Manual handling	☐	
Gas Bottles	☐		Noise	☐	
Electricity	☐		Moving objects / machinery	☐	
Large number of Attendees	☐		Environment	☐	
	☐		Other (Please describe)	☐	
	☐			☐	

This section depending on the activity may require additional measures to be in place. If so select and add below on additional sheets if necessary:

Consider Effects	✓	Risk	Consider Effects	✓	Risk
First Aid Provision	☐		Highways	☐	
Flora & Fauna	☐		Parking	☐	
Toilets	☐		Wider Community	☐	
Marshalling Vehicles	☐		Residences local to event	☐	
Waste transfer/re- moval	☐		Animals / People	☐	
People / Vehicles	☐		Hygiene / Wash Stations	☐	
Marshalling People	☐		Other (Please describe)	☐	

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)

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.

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 affects the Event may have and note below:

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 they understand the hazards and controls applicable.

Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
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Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	
Name (print)		Name (sign)		Job Title	

3 Modification/Revision History

Version	Section Modified	Summary of Modification	Initiator	Date
1.0	All	New Issue Document version 1.0		March 2024
1.1/2	All	Added to new template		September 2024
1.3	1.1.1	# of event		October 2024

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