

General Risk Assessment

Task / activity or premises assessed:

Location: Halstead High Street to Halstead Public Gardens

Name of assessor: Sarah Greatorex

Date of assessment: 7/08/25

Review Date: 7/08/26

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Existing Controls (if any)	Actions required where residual risk is still too high
Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas / caused by icy weather conditions	Members of Public Volunteers HTC staff	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 exit via main entrance and 3 other gates	Event Organiser/Marshalls 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.
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment, including collapse	Members of Public Volunteers HTC staff	Ensure equipment is well maintained and in a good state of repair.	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Cables for PA systems	Members of Public	Keep cabling well away from public areas, or covered for safety	HTC staff to check
Injury or illness	Members of Public Volunteers HTC staff	2 St John's Ambulance staff in Gazebo in gardens Halstead Fire Brigade and Police attending Fire marshals to be trained and dedicated to managing safety in the Public Gardens	Organiser to check emergency services all in place
Risk of individual in vehicle ramming the crowd	Members of Public Volunteers HTC staff	Halstead Young Farmers to supply tractors to be used as mitigating vehicles at all locations where vehicles might be able to access the High St: Top of High Street/Hedingham Road/ Chapel Street/Butler Road/Kings Road/Trinity Street	Marshalls to be vigilant at all times
Accidental risk to children	Members of public	No children to hold torches No adult to hold torch if holding/carrying/pushing children	Organiser/marshalls to check that children are kept well away from torches

Fire	Members of Public Volunteers HTC staff	Warning safety notices where torches handed out. Mayor to draw attention to dangers. Torches lit only by designated staff when procession begins	Marshalls and HTC staff to monitor spacing of procession. Torches to be lit row by row, the next row not to be lit until the previous one has set off down the High St. Torches to be extinguished in water bins provided on approach to bandstand. Lidl car park to be used as evacuation site and assembly point if needed. Petrol station to be barricaded off for the duration of the procession
Use of generator	Members of Public Volunteers HTC staff	Accessible only to groundsmen	
Bad weather	Members of Public Volunteers HTC staff		In the event of significant weather that is notified as a risk to Health and Safety, a decision will be made by the Town Clerk in conjunction with the Chairman or Vice Chairman as to whether any event covered by HTC insurance should be cancelled.
Build up of flammable rubbish	Members of Public Volunteers HTC staff	Marshalls and other volunteers will dispose of rubbish safely and frequently.	

Signature of Assessor: *Sarah Smeaton*

Date: 7/08/2025