

Halstead Town Council

Events in Public Gardens Risk Assessment 2025(prepared by the Town Clerk)

hazard	Who might be harmed	Action to control hazard	Who
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 First aid staff in gardens	Event Organiser/Stewards 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
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. First aid staff present pa system to be erected and handled by trained staff	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Possible sickness or injury	Members of Public Volunteers HTC staff	First aid staff in gardens Police attending	Organiser to check emergency services all in place
Crowd management Crushing – possible injuries if numbers are excessive	Members of Public Volunteers HTC staff	Organiser and volunteers to monitor crowd numbers and divert to other parts of park if necessary. Total numbers on bandstand to be limited to Mayor and performers. Fire Assembly point in Lidl Carpark to be used if numbers become dangerously high First aid staff in gardens	Organiser
Vehicle movement	Members of Public Volunteers HTC staff	Vehicles to move only under direction of marshals	Organiser
Rubbish	HTC staff	All rubbish to be collected during and at the end of the event by Council staff and to be bagged up for collection	HTC
Bad weather	Members of the 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. .	

Revised Sarah Greateorex September 2025 read and understoodDateReview September 2026