

General Risk Assessment

Task / activity or premises assessed:

Location: Halstead High Street to Halstead Public Gardens

Name of assessor: Sarah Greatorex

Date of assessment: 5/08/26

Review Date: 5/08/27

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 More rigid barrier to be installed between gathering crowd and road	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
Accidental risk to children	Members of public	Normal health and safety issues monitored	Reception area for children who may get lost at Fox and herb café -
Use of generator	Members of Public Volunteers HTC staff	Accessible only to groundsmen	

Build up of flammable rubbish	Members of Public Volunteers HTC staff	Marshalls and other volunteers will dispose of rubbish safely and frequently.	
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Signature of Assessor: _____ *Sarah Greated* _____

Date: __5/08/26