

Risk Assessment

Use of Englishcombe School Land for Parish Council Events

Location: Former Englishcombe School land (as per Duchy of Cornwall licence)

Activity: Parish Council community events, including parking and use of a small marquee

Responsible body: Englishcombe Parish Council

Assessment completed by: Parish Clerk / Parish Council

Review date: Annually or before each event

1. Vehicle Movements and Parking

Hazards

- Collision between vehicles and pedestrians
- Restricted visibility when entering or leaving site
- Uneven hardstanding surface

Who may be affected

- Event attendees
- Volunteers and councillors
- Nearby residents

Controls in place

- Parking limited to the **designated hardstanding area only**
- Vehicles permitted **only for parish or community events**
- Low-speed vehicle movement encouraged
- Parking layout planned in advance to allow safe access and exit
- Clear signage or volunteer marshals used during busy events

Further action

- Appoint a named parking marshal for larger events
- Consider temporary cones or barriers if required

Risk level: Medium → Low (with controls)

2. Pedestrian Safety

Hazards

- Slips, trips, and falls
- Pedestrians mixing with vehicles

Who may be affected

- Residents
- Children
- Elderly or mobility-impaired attendees

Controls in place

- Clear pedestrian routes identified
- Vehicles restricted during peak arrival and departure times
- Ground checked prior to events for hazards
- Event layout designed to minimise crossing vehicle routes

Further action

- Temporary pedestrian signage if needed
- Additional volunteers for busy events

Risk level: Medium → Low

3. Uneven Ground and Weather Conditions

Hazards

- Slips or trips due to uneven ground
- Muddy or slippery grass in wet weather

Who may be affected

- All attendees and volunteers

Controls in place

- Site inspected before each event
- Lawn use restricted if ground conditions are unsafe
- Marquee use only **weather permitting**
- Events adjusted or cancelled in adverse weather

Further action

- Public announcements advising suitable footwear
- Restrict access to unsafe areas if required

Risk level: Medium → Low

4. Marquee Use (where applicable)

Hazards

- Structural instability in high winds
- Trip hazards from guy ropes or fixings

Who may be affected

- Event attendees
- Volunteers

Controls in place

- Only a **small marquee** used, as permitted by licence
- Installed and removed by competent persons
- Guy ropes clearly marked or fenced
- Marquee not used in high winds or severe weather

Further action

- Wind-speed monitoring on event days
- Immediate closure if conditions deteriorate

Risk level: Medium → Low

5. Public Gatherings and Crowd Management

Hazards

- Overcrowding
- Emergency access obstruction

Who may be affected

- All attendees

Controls in place

- Event size appropriate to site capacity
- Clear access routes maintained at all times
- Emergency vehicle access kept clear
- Volunteers briefed on emergency procedures

Further action

- Event-specific crowd limits agreed in advance

Risk level: Medium → Low

6. Noise and Nuisance to Neighbours

Hazards

- Excessive noise or disturbance
- Complaints from neighbouring residents

Who may be affected

- Nearby households

Controls in place

- Events limited to reasonable hours
- No amplified sound unless agreed
- Council monitors noise levels during events
- Immediate action taken if issues arise

Further action

- Advance notice to residents for larger events

Risk level: Low

7. Children and Vulnerable Persons

Hazards

- Children wandering into vehicle areas
- Unsupervised play

Who may be affected

- Children and vulnerable adults

Controls in place

- Parents and carers remain responsible at all times
- Clear boundaries identified
- Vehicle movements controlled during events

Further action

- Clear announcements reminding carers of responsibility

Risk level: Medium → Low

8. Emergency Situations

Hazards

- Medical emergencies
- Fire or severe weather

Who may be affected

- All attendees

Controls in place

- First aid kit available
- Mobile phones available for emergency calls
- Emergency access routes kept clear
- Event leads briefed on emergency response

Further action

- Identify a named first aider for larger events

Risk level: Low

9. Insurance and Liability

Controls

- Parish Council holds **£5 million public liability insurance**
- Activities restricted to those permitted by the licence
- Risk assessments reviewed prior to events

Risk level: Low

Overall Assessment

With the controls listed above in place, the **use of the land for Parish Council community events and associated parking is considered LOW RISK.**

