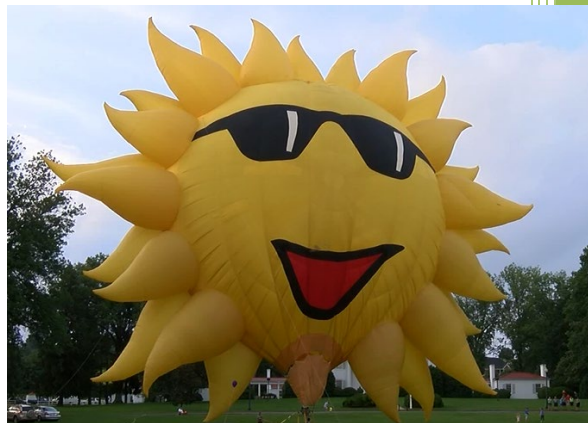


2026



LOCAL COUNCIL
AWARD SCHEME
GOLD

WOOTTON PARISH COUNCIL FUN FEST RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2017	Full Council Meeting of Wootton Parish Council on 12 th July 2017
Version 1.00	Fun Fest Committee Meeting on 23 rd May 2018 followed by Full Council Meeting of Wootton Parish Council on 13 th June 2018	Fun Fest Committee Meeting on 23 rd May 2018 followed by Full Council Meeting of Wootton Parish Council on 13 th June 2018
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th June 2019	Full Council Meeting of Wootton Parish Council on 12 th June 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th February 2020	Full Council Meeting of Wootton Parish Council on 12 th February 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th March 2022	Full Council Meeting of Wootton Parish Council on 9 th March 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 8 th June 2022	Full Council Meeting of Wootton Parish Council on 8 th June 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 14 th June 2023	Full Council Meeting of Wootton Parish Council on 14 th June 2023
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th March 2025	Full Council Meeting of Wootton Parish Council on 12 th March 2025
Version 1.01	Full Council Meeting of Wootton Parish Council on 10 th June 2026	Full Council Meeting of Wootton Parish Council on 10 th June 2026

To be reviewed annually.

Assessed Risk: Annual Fun Fest Event		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 8 th May 2026
SEVERITY OF HARM →	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
LIKELIHOOD OF HARM ↓			
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Injury from being struck by moving vehicle in car parking area	Public and car parking marshals	Ensure there are sufficient marshals with hi-viz jackets to direct cars & public	Public (warning) announcements will be made throughout the day	A professional security company has been employed to assist on the day	On the day	
Injury sustained from (but not limited to) fun fair, go karts or other stalls	Public and operatives	Ensure first aid kits are available on site	The Clerk has purchased two first aid kits Where appropriate, stall holders will be asked to provide risk assessments and method statements	St. John's ambulance will be in attendance on the day The Clerk will oversee provision of appropriate risk assessments/methodology	Ongoing and on the day	

				statements		
Risk of injury from fire	Public & stall holders	Ensure stalls with any naked flames are fenced off keeping a safe distance from members of the public	The only stalls permitted to use naked flames will be the Scouts BBQ area. The Clerk has requested they have sand/water on hand First aid kits will be available on site	All	On the day	
Risk of injury from marquee	Public & councillors	Refer to individual risk assessment	N/A	N/A	N/A	
Risk of injury from generator	Public & councillors	Refer to individual risk assessment	N/A	N/A	N/A	
Risk of fall from raised stage	Performers (live music), announcers & councillors	Staff to ensure no unauthorised persons are allowed on the stage	Steps on to stage to be checked & secured Mark Atkins to ensure all live music performers have their own insurances/are covered under MA's insurance	MA	On the day	
Risk of electrical injury from stage	Performers (live music)	All electrics are projected with an RCD circuit breaker	Mark Atkins has confirmed the same	MA	On the day	
Risk of terrorist attack or hostile act at a public event.	General public, volunteers, councillors, performers and stall holders through injury or fatality arising from a hostile vehicle attack, suspicious	Professional security company engaged for the event PA system available for emergency announcements Clearly signposted entry	Appoint a Designated Event Safety Lead responsible for counter-terrorism preparedness Ensure stewards and marshals receive basic counter-terrorism awareness briefing (e.g., ACT Awareness training)	Clerk to the Council in conjunction with the appointed security company, designated safety lead and Event Committee	Prior to the event date annually; final safety briefing on the morning of the event	

	package, marauding attack, or other terrorist-related activity.	and exit points Car park marshals and stewards present throughout the event Emergency evacuation procedure referenced (fire, storm, act of terrorism) First aid provision via ProMed999 and on-site defibrillator (front of Changing Rooms)	Implement “See It, Say It, Sorted” reporting procedure for suspicious behaviour or items Establish clear Lockdown and Evacuation procedures (Run, Hide, Tell principles) Confirm communication plan between organisers, security, marshals and emergency services Ensure vehicle access points are monitored and, where proportionate, controlled to mitigate hostile vehicle risk Maintain emergency contact list and incident log sheet on the day Liaise with Bedfordshire Police (if appropriate) prior to the event regarding event scale and security measures			
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Non-Risk items for consideration on the day

Nature of non-risk item	Potential outcome	How to handle/prevent outcome	Any other actions required
Care of children	Lost children	Marshalls will be in place in the car park and field. PA system will be used if needed	Be vigilant on the day
Emergency evacuation procedure – fire, storm, act of terrorism	Injury to general public – leaving the recreation ground	PA system will be used in the event an emergency evacuation is necessary. All entrances/exits are clearly signposted	A professional security company has been employed to assist on the day
First Aid issues	Injury to general public and volunteers/marshalls – minor injuries such as insect bites, heat stroke, general accidents	ProMed999 will be in attendance on the day The Clerk has purchased two first aid kits	First aid kits to be available on the day – kits will be housed in the parish council marquee Defibrillator is also available (side of changing room wall)
Inadequate toilet provision	General public and volunteers/marshalls – not enough toilets	Two portaloos (ordinary) and one portaloos (disabled) have been hired for the event and will be delivered to the recreation ground	Clients of the Fox & Duck PH will also be able to use their toilets Adequate signage will be provided on the day
Litter and other debris generated by the event	Complaints from general public	Caretaker will be asked to undertake a litter-pick ahead of the event and periodic litter picks on the day will be carried out Trade refuse bins will be situated around the arena and Bedford Borough Council's street cleansing team will also attend on the Monday after the event to clear as necessary	None
Wet weather on the day - vehicles unable to get off the grass, members of the public slip over, ground damaged	Injury to general public and volunteers/marshalls	Decision to be taken nearer the day, on whether to proceed with the event taking into account the weather forecast. Alternatives could include no parking on the grass. The clerk will ensure the grass is cut a week before the event – weather permitting	Ensure the car park is available for use on the day as an alternative to parking on the grass

Beer garden – Fox & Duck PH – intoxication	Consumption of alcohol	The relevant licence has been applied for (by the Fox and Duck) – the drinking area extends to the entire recreation ground	None
Catering – food and drink (to include BBQ and hog roast) – risk of food poisoning, allergic reaction or fire	General public, caterers and volunteers/marshalls	Ensure area is suitably secured off to public and supervised at all times Ensure valid Food Hygiene Certificates are held Ensure ingredients are known in the event a query is raised Fire extinguisher(s) available	Ensure lighting liquid is NOT used The only stalls permitted to use naked flames will be the Scouts BBQ area. The Clerk has requested they have sand/water on hand
Music – noise pollution	Complaints from local residents	Ensure noise levels are kept to an acceptable level	Monitor on the day and ensure music finishes no later than 9pm
Stalls – tombola, bric-a-brac, jewellery, books, toys, etc – collapsing tables, chairs, gazebo or unsuitable goods	Selling of unfit goods to general public, injury to general public /stall holders	Advice received from A J Gallagher/Hiscox states the Parish Council may assume full responsibility for stall holders operating as private individuals, looking to sell their own produce as a hobby Ensure all tables, chairs and gazebos are sturdy and suitably secured Ensure any cables are securely fixed Ensure no electrical goods or non-British Standard toys, unsuitable material for children, pirated films or music are sold	Booking forms contain fuller information in relation to goods and toys and documentation required ahead of the event Undertake further visual inspections on the day