



2023

WOOTTON PARISH COUNCIL OUTDOOR FILM/CINEMA EVENT RISK ASSESSMENT



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Haynes

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Version History

Version	Reviewed at	Approved at
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 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th July 2023	Full Council Meeting of Wootton Parish Council on 12 th July 2023

To be reviewed annually.

Assessed Risk: Outdoor Film/Cinema Event		Assessed by: Sue Edgar Playford	Date: 29 th June 2023
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 (4x4 towing Screen).	Public and marshals	Ensure there are sufficient marshals with hi-viz jackets to direct vehicle	Vehicle driven at walking speed with marshals in front of vehicle	JW to secure the services of students from WUS	On the day	No event planned for 2023
Bridge hold weight of vehicles	Bridge	Checked with Borough about weight limits. 4x4 is 2.5 tonnes, trailer 2.8 tonnes. Bridge can take a 5 Tonne UK Box ambulance so can take this vehicle	Vehicle driven slowly over bridge and weight will be dispersed over 4 axels so max weight at any time will be 3 Tonnes	JW confirmed with BBC that bridge can take the weight	End of May/beginning of June	No event planned for 2023
Damage caused by vehicle	Path	Route to avoid using the path as much as possible.	Photos taken before event of path, pictures of vehicle driving on grass and pictures of path	GL to take pictures	Day before, on the day, day after	No event planned for 2023

			following day			
Injury from screen falling over	Public	Trailer set up with stabiliser to prevent it from falling over or rolling	Public won't be allowed to sit close to screen	Screen staff to move anyone too close backwards	On the day	No event planned for 2023

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 on the edge of viewing area with hi-viz jackets. PA system will be used if needed	Be vigilant on the night
Emergency evacuation procedure – fire, storm, act of terrorism	Injury to general public – leaving the ground	PA system will be used in the event an emergency evacuation is necessary. There are three bridges to leave the field. Main bridge by the community Centre, second bridge by the pelican crossing on Fields Road and third bridge leading to Orchard Garden.	Emergency services are expected to be in attendance on the day
First Aid issues	Injury to general public and volunteers/marshalls – minor injuries such as insect bites and, general accidents	First aiders will be on site at all times	First aid kits to be available on the day
Inadequate toilet provision	General public and volunteers/marshalls – not enough toilets	Two portaloos (one ordinary and one disabled portaloos) have been hired for the event and will be delivered to the Community Centre car park	PA announcement at beginning of film to say port-a-loos are available in the community centre car park
Litter and other debris generated by the event	Complaints from general public	The public will be asked to take litter home. Volunteers from WUS will help on the following morning to remove any litter. Bedford Borough	PA announcement at the beginning and end of film about taking their litter home

		Council's street cleansing team will also attend on the Monday after the event to clear as necessary	
Film – noise pollution	Complaints from local residents	Ensure noise levels are kept to an acceptable level	Monitor on the evening and ensure music finishes no later than 11pm
Catering - None provided	n/a	n/a	n/a

