



Vespasian Event Risk Assessment

Lewes Bonfire

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Comments	

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DOCUMENT PURPOSE

This General Risk Assessment (GRA) is intended to identify and assess the risk present in the provision security & stewarding services for Lewes Bonfire. This document should be shared widely and form part of staff training for the event. This GRA is a live document and will be updated regularly as new information comes to light

Document limitations

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Introduction

A risk assessment is a formal way of examining and documenting the risks posed by the activities an individual or organisation intend to carry out. This is a process required by the *Management of Health and Safety at Work Regulations 1994 (Amended)*. The findings of this examination are quantified using a risk matrix. The event will identify control measures to reduce the risk to a level that is as low as reasonably practicable. The effect of these control measures will be quantified and recorded in the risk assessment.

The five stages of risk assessment

The Health and Safety Executive has identified the process of risk assessment as having five stages.

Identify the hazards

Systematically identify anything that could cause harm

Decide who might be harmed and how

Identify any groups that could be harmed and work out how this harm would be caused

Evaluate the risks and take action to prevent them

Risk is the likelihood of the harm occurring combined with the severity of that harm. The law requires that risk be reduced to as low a level as is reasonably practicable. It is not possible to eliminate risk entirely from our working lives. Suitable control measures are then applied using the Hierarchy of Controls to select the most effective control measures.

Record your findings

The results of this process are documented in a risk assessment which can be shared with all the parties affected to inform them of the required control measures

Review your assessment and update if necessary

It is important that we review our risk assessments regularly to ensure that the control measures we have put in place are the most effective ones available to us. Circumstances and work activities also change regularly, especially in the world of events and so it is important that we regularly check that our risk assessment is up to date and reflects current planning and activities.

The hierarchy of control

The five types of control measures available to us, in order of effectiveness, are

Elimination

Physically remove the hazard

Substitution

Replace the hazard with one with lower risk

Engineering Controls

Isolate the hazard

Administrative Controls

Change the way people work

PPE

Protect the worker with Personal Protective Equipment

Risk Matrix

Risks are allocated a *Likelihood of Harm* score and a *Severity of Harm* score. These two numbers are multiplied together to give a *Risk of Harm* score.

Likelihood of Harm – expected frequency		Severity of harm – expected consequences	
1 – Not likely	Occurrence is possible but unlikely	1 – Negligible	Minimal injury, illness, loss or damage. No operational degradation or reduction in future capability
2 – Seldom	Occurrence is expected to happen infrequently – a remote possibility	2 – Minor	Minor injury, illness (3 days off work), loss or damage. Slight operational degradation or reduction in future capability
3 – Occasional	Occurrence is expected to happen sporadically – neither common nor uncommon	3 - Significant	Significant injury, illness(7days + off work), loss or damage. significant operational degradation or reduction in future capability
4 – Likely	Occurrence is expected to happen several or numerous times - common	4 – Severe	Severe injury, illness(long term), loss or damage. severe operational degradation or reduction in future capability
5 - Frequent	Occurrence is known to happen continuously or inevitably - regular	5 - Critical	Death, unacceptable loss, damage, immediate operational failure or loss of future capabilities

Risk Scores

9-14 Low Risk of Harm

No further action required

9-14 Medium Risk of Harm

Consider additional controls or alternative activity

15-25 High Risk of Harm

Stop activity immediately

Event Overview

Lewes is home to the largest and most celebrated of the festivities in the Sussex bonfire tradition. There are seven societies putting on six separate processions and firework displays throughout Lewes on 5 November. As well as this, 25–30 societies from all around Sussex come to Lewes on the fifth to march the streets. This can mean up to 5,000 people taking part in the celebrations, and up to 80,000 spectators attending in the county market town with a population of just over 17,000

To mark the demise of the 17 Lewes Martyrs, 17 burning crosses are carried through the town, and a wreath-laying ceremony occurs at the War Memorial in the centre of town. Ladies' and men's races take place, pulling flaming tar barrels in a "barrel run", which takes place along Cliffe High Street at the start of the evening. A flaming tar barrel is then thrown into the River Ouse; this is said to symbolise the throwing of the magistrates into the river after they read the Riot Act to the bonfire boys in 1847. The festivities culminate in five separate bonfire displays.

A number of large effigies are drawn through the streets before being burned at the bonfires. Each year these include Guy Fawkes, as well as Pope Paul V who became head of the Roman Catholic Church in 1605. In addition, each of the six main local societies creates a topical "tableau" (a large three-dimensional model packed with fireworks), and the Cliffe and Southover societies display on pikes the heads (also in effigy) of its current "Enemies of Bonfire", who range from nationally reviled figures to local officials who have attempted to place restrictions on the event.

Subject Area	People at Risk	Hazard	Rating (Likelihood x Severity = Primary Risk)			Control Measures	Rating (Likelihood x Severity = Primary Risk)			Comments
			L	S	R		L	S	R	
Access to site	Staff	Staff unable to find the correct entrance to site, leading to accessing dangerous parts of the site, stress, confusion	4	3	12	Location of the venue and clear access instructions to be provided to all staff members ahead of shifts starting Managers to contact any staff members who are late for their shift to whether they are lost	2	3	6	Staff list provided to managers before shifts start
Adverse weather – high wind / extreme rain	Staff	Fatigue, hypothermia, ill health, injury	4	3	12	Managers to monitor weather forecasts and advise staff as to weather for their shifts Rest areas made available to staff to warm up as required Water to be readily available for staff Managers to monitor staff welfare throughout their shifts Suitable accommodation provided as required Wet weather / cold weather clothing to be available as required by staff The event's adverse weather plan will be followed	2	3	6	

						Non essential staff instructed to take shelter				
Alcohol or drug abuse	Public Contractors Staff	Poor or delayed judgement, injury	5	3	15	Any staff suspected of being intoxicated will be removed from their post immediately and subject to disciplinary proceedings	2	3	6	
Communication failure	Staff Contractors Members of the public	Distress, stress, injury, damage to property from communication failure	4	4	16	Radios to be hired from reputable supplier Radio batteries to be fully charged before each shift with spare batteries available Surplus radios to be hired in case individual units fail Key staff members to be added to a WhatsApp group for the event as a backup communication method	1	4	4	
Emergency Evacuation	Staff Contractors Members of the public	Crush or injury from crowd movements	4	4	16	In the event of an emergency evacuation being instigated, staff are to follow the instructions from their supervisor Staff should avoid areas of high crowd pressure where possible Staff without specific duties should direct audience members to the nearest available exit then make their way to a place of safety	2	4	8	

Fatigue	Staff	Fatigue, accidents	4	3	12	Managers to monitor workers for signs of fatigue Sufficient food, water and rest breaks planned for workers to minimise fatigue Should a worker show signs of fatigue, managers to send them off shift where possible, or allocate reduced duties Sufficient rest periods planned between shifts	2	3	6	
Fire	Staff Contractors Public	Injury, death	4	5	20	Staff will be made aware of the event's fire safety procedures as part of their initial onsite briefing Staff to make themselves aware of the nearest emergency exits Blocked fire exits and fire hazards to be reported to management Should a member of staff see an uncontrolled fire they must report it to management / control immediately. They should only tackle the fire if it is safe for them to do so. They should instruct members of the public in the vicinity to make their way to a place of safety calmly	2	5	10	Event fire safety communicated to staff in pre shift briefing

						Staff briefed to be vigilant for fire hazards and blocked fire exits during their shifts. Staff to smoke only in designated smoking areas Staff provided with eye protection to mitigate against hot fallout from burning items Staff briefed to stay clear of burning items as part of the processions. Staff made aware of medical provisions from the event				
Flaming items	Contractors Staff	Burns, flaming debris	4	4	16	Staff issued with eye protection to mitigate against hot embers in the eye Staff briefed to stand back from flaming items carried by the participants Staff are not there to handle flaming items. They are there for crowd management and public safety purposes Staff briefed on the nature of the event and the presence of flaming items The event to provide suitable and sufficient medical cover	3	4	12	

Lifting and manual handling	Contractors Staff	Strains, sprains, crushing and other related injuries, damage to infrastructure	4	3	12	All staff to be reminded to use proper manual handling techniques. The basic filter should be used to assess the load being lifted, the nature of the load and the nature of the lift. Eg loads over 20Kg should not be lifted by individuals Staff briefed to avoid manual handling where possible, ie not attempting to move items that are not a part of their specific work remit Should the need arise to manually handle individuals, staff are not to attempt this on their own. Additional staff to be called in via control to assist	2	3	6	
Lighting	Contractors Staff Public	Injury to staff and audience from inadequate lighting failing to illuminate hazards	3	3	9	Vespasian staff to be issued with torches should their role require it (response teams, gate staff etc) Any areas inadequately illuminated to be reported into control who will relay the information to the relevant site crew	2	3	6	
Lone working	Staff	Injury, assault, abuse, delayed medical treatment	4	4	16	Work to be planned to avoid lone working as much as possible. Where lone working cannot be avoided, staff to be given a means of communication with	3	4	12	

						management, ie radio comms with control				
						Vespasian management to physically check in with lone working positions routinely				
Long hours	Staff	Fatigue, accidents	4	3	12	Shifts to be arranged to minimise long working hours where possible Sufficient staff deployed to minimise the need for long working hours Should staff be required to work long hours, sufficient recovery time to be planned in afterwards Vespasian to provide transport for staff after working long hours Managers to monitor workers for signs of fatigue if they have been required to work long hours Sufficient rest breaks, food and water to be made available for workers required to work long hours	2	3	6	
Marauding terrorist attack	Staff Contractors Public	Death and injury from a terrorist attack	3	5	15	National guidance on marauding terrorist attacks will be followed Staff to be made aware of hostile reconnaissance techniques used by threat actors and how to interrupt and report back these	2	5	10	Staff should complete the ACT training available online Staff briefed in event emergency procedures as required

						incidents by completing the ACT training courses All staff will receive training on the Run, Hide, Tell protocols Staff will be briefed to remain vigilant and to report any suspicious activity				
Medical Emergency	All	individuals unable to locate and receive needed medical attention	4	5	20	Staff briefed on reporting procedures for medical emergencies SIA staff have first aid training a part of the license Any medical emergencies to be communicated to control as soon as practicable. Control to dispatch medics as required.	1	5	5	
Movement around the site during times of darkness	All	Injury due to trips or collision	4	3	12	Vespasian staff to be issued with torches should their role require it (response teams, gate staff etc) Any areas inadequately illuminated to be reported into control who will relay the information to the relevant site crew Movement around site in the dark on foot to be avoided where possible	2	3	6	

						Vehicles to be used as much as possible for movement around site in the dark Any movement around site should be done without rushing, keeping on main pathways and in illuminated areas as much as possible				
Noise	Staff	Damage to hearing, missed communication	5	4	20	The event management team should identify areas of high noise (80 dBA and above) as Hearing Protection Zones. Typically front of stage and onstage positions will experience high noise. Health surveillance to be made available for all at risk staff including hearing tests Hearing Protection Zones will be identified to staff Suitable hearing protection to be distributed to and worn by staff in Hearing Protection Zones Appropriate radio headsets distributed to staff working in high noise areas, including microphones designed for use in high noise environments. Staff to be rotated out of high noise areas regularly to minimise their exposure to high noise levels	2	4	8	

						The exposure limit of 87dBA will not be exceeded				
PPE	Staff	Injury, avoidable accident	4	4	16	All staff should be made of aware of the requirements for PPE for specific tasks PPE to be made available by Vespasian Managers to enforce use of PPE by staff Safety glasses issued to front line staff for this event	1	3	3	PPE made available as required – boots, ear plugs, hi vis etc
Restraint	Staff, public	Injury, damage to property	3	4	12	Only ever use reasonable and necessary force to restrain Where reasonably practicable, attempt to ensure a ratio of two team members to one restrainee is achieved (this is recognised that this is an ideal goal but self-defence and the defence of others would take president over the ratio guidance) Dynamically risk assess before, during and after restraining any person to ensure that force is reasonable and necessary and not excessive. Ensure that force is used only in the following circumstances	2	3	6	Ensure staff are trained and competent to understand the use of reasonable force

						To prevent or terminate crime, or to effect or assist in the lawful arrest of an offender or suspected offender or person unlawfully at large. To prevent or terminate a breach of the peace. To protect ones self or another from unlawful force or unlawful personal harm – this is self-defence broadened to cover defensive force in support of another person. To prevent or terminate the unlawful detention of himself or another. To protect property (whether belonging to ones self or another) from unlawful appropriation, destruction or damage. To prevent or terminate a trespass to ones own person or property.				
Shift working / night working	Staff	Fatigue, ill health	4	3	12	Managers to monitor staff for signs of chronic fatigue, poor mood and ill health and transfer workers suffering from these to day shifts Most requirements for shift working overnight are for short periods of time only	2	3	6	

						Workers with sleep disorders to be transferred to day shifts where possible				
Stress	Staff	Poor mental and physical health, poor decision making, erratic reactions	4	3	12	Managers should monitor staff for signs of stress Adequate rest breaks will be factored in for staff Work will be planned and resourced to minimise staff exposure to stress Staff complaining of stress will be taken off shift and allowed to rest and de-stress Staff will be given access to suitable rest areas	2	3	6	Seek to reduce stress as much as reasonably practicable
Sudden crowd migration wanting to shelter from heavy rain/bad weather	Staff Contractors Public	Crowd crush injury and potential fatality	3	5	15	Event Management to keep control informed about weather forecasts Staff to monitor movement during heavy rains	2	5	10	
Temporary infrastructure	Staff	Injury from collapse of structure, injury from handling temporary infrastructure	3	5	15	Staff to follow the instructions of the festival management should a structure become unsafe. Staff who are concerned about the safety of a structure should report to management / control with details of the issue and the item's location	2	5	10	

						Staff should not interfere with structures If staff are moving elements of temporary infrastructure (eg ped barrier), safe manual handling procedures should be followed Staff should report any unsecured, unsafe or questionable infrastructure to management who will relay that information to site				
Thrown objects	Staff, public	Injury	4	4	16	Staff to wear PPE where appropriate (bump caps, caps) Staff briefed to be vigilant for thrown objects coming toward them	2	4	8	
Trip factors – cables, temporary structures, uneven ground surface	Contractors Staff Public	Falls resulting in injury	3	3	9	Any trip factors onsite to be reported to management who will relay the information to the relevant parties Staff to wear supportive footwear to reduce the likelihood of sprained ankles	2	3	6	
Vehicle movement on site	Public Contractors Traders Staff	Collision resulting in injury/fatality or damage to property or equipment	3	5	15	Any staff driving vehicles to be holders of a legitimate and valid license / certificate for driving that vehicle. All traffic shall observe site speed restrictions All non-essential vehicles not needed for immediate site work	2	4	8	

						to park in the parking area provided Vehicles to adhere to dedicated routes and use safe methods. All staff working onsite to wear correct PPE when working around moving vehicles Staff briefed to stay clear of moving vehicles Staff should not attempt to stop a vehicle by standing in front of it. Infrastructure and clear instructions should be used instead				
Verbal or Physical Assault, Anti-social behaviour	Staff Contractors Public	Injury	4	3	12	Sufficient SIA licensed staff should be allocated to each event All staff to be trained in conflict resolution and de-escalation skills Lone working avoided where possible. Where unavoidable, staff will have radio contact with control at all times Incidences of assault or abuse towards Vespasian staff are to be taken very seriously. Perpetrators will be detained while the police are called and charges will be pressed	2	3	6	

						Ongoing support to be offered to staff who have suffered abuse or assault while working				
Violence / aggression	Staff Contractors Public	Injury, assault, abuse	3	5	15	Remain vigilant at all times All staff identified as working within a Licensable Role as defined by the Private Security Industry Act 2001 are to be SIA trained and hold a current and valid SIA licence in either SIA Door Supervision or SIA Close Protection. Other team members performing crowd safety, information delivery and customer services roles will be deployed as Crowd Safety Stewards and will not be required to be SIA trained or licensed in line with SIA and home office guidance. Always carry a charged communication device or when working within direct line of sight of another team member or within a small team, the team member must be aware of their nearest radio holder. The word radio within this text refers to handheld two way radio communication devices. If you encounter any violence ensure you should seek assistance either from your immediate neighbouring team members or via your radio or nearest radio holder. Where reasonably practicable,	2	5	10	

						assistance should be sought prior to engaging with the threatening situation. When travelling alone, inside and outside the premises, plan your route, keeping if possible away from unlit concealed areas Where reasonably practicable only physically engage with individuals or groups when you have support from colleagues and have assessed a route for egress of the individual or group and or a safe exit strategy for yourself and your colleagues. The above Control Measures do not negate the rights of individual team members as laid out within The Criminal Law Act 1967 (Section 3) and The Police and Criminal Evidence Act 1984 (Section 24A)					
Weapons attack	Staff Contractors Public	Death and injury from a weapons attack	3	5	15	Security staff are trained in conflict resolution and conflict management Staff are trained not to approach an individual with a weapon on their own. They must inform control / their management and wait for response teams to arrive The event emergency management plans will be	2	5	10		

						implemented by the event management team. Security staff and stewards will be briefed on these plans in advance and instructed on their implementation by their management				
						Staff will be briefed to remain vigilant and to report any suspicious activity				