



ANDOVER TOWN COUNCIL

Pride - RISK ASSESSMENT

It is acknowledged that are different types of risk present which affect the council's ability to perform its objectives.

- IDENTIFICATION.** - This document deals with Security / Property / Legal / Reputational / Physical risks at The Lights, Andover
- ASSESSING THE RISK.** - A matrix is used to identify assess the risk. All our risk assessment templates use the below methodology.

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals, or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur, or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results). However, it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

		Hazard Severity					Score	Risk	Tolerable?	Result
		(IMPACT)					1-5	Low	✓	Little or no action required
Likelihood (ODDS)	1	2	3	4	5					
	2	4	6	8	10					
	3	6	9	12	15					
	4	8	12	16	20					
	5	10	15	20	25					
							6-9	Medium	✗	Some action required and perhaps monitoring during an event.
							10-25	High	✗	Urgent action required. Stop process. Compensatory measures or procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed during this time.)

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3. **ADDRESSING THE RISK.** Once a risk has been identified, there are four courses of action that can be followed:

Tolerate the risk	<ol style="list-style-type: none"> Where risk is low or can be contained by a simple contingency plans Where controls are not proportional to the risk Where risk is unavoidable. (Terrorism.) Where the activity is important to the community and risk can be accepted
Treat the risk	<ol style="list-style-type: none"> Introduce controls or procedures Delegate to staff Implement councillor scrutiny Setting up prevention techniques
Transfer the risk	<ol style="list-style-type: none"> Buying in service from a specialist Sub contract Take professional advice Taking insurance to cover the risk
Terminate the risk	<ol style="list-style-type: none"> Stopping the activity or not starting where the risk is intolerable.

4. **REPORTING THE RISK.** Once actions have been decided they must be documented, as this allows for future reviews.

Risks that have been identified as being applicable to ANDOVER TOWN COUNCIL are listed below. Councillors and the public are asked to let the Clerk know if they become aware of any other situation that should be considered.

Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Electricity	Shock Death	4	3	12		✓	✓		Public access to be prohibited to any electrical cables, sockets, lighting or generators. All electrical equipment to be subject to current PAT testing. Electrical connections to be made by competent persons.	21 June 2024 ongoing throughout event	Illusion Events and Event Manager and Marshalls	4	1	4
Vehicle	Personal injury, Death	4	3	12	✓	✓	✓		Minimal vehicular access to the pocket park, and only	21 June 2024 ongoing	Event Manager	4	1	4

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		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Accidents									during set-up. All vehicles to be advised of the need to drive at low speed around the area by use of a road sign and a barrier. Town Council to organise marshalled vehicle movement around area. Road closure around the pocket park.	throughout event	and Marshalls			
Fire	Personal injury, Death	4	3	12		✓	✓		Fire extinguishers to be present.	By 22 June 2024	Event Manager and Marshalls	4	1	4
Emergency Service Vehicles	Personal injury, Death if one not able to access site	4	3	12		✓	✓		Sufficient access for emergency services vehicles to be maintained at all times.	By 22 June 2024 ongoing throughout event	Event Manager and Marshalls	4	1	4
Site evacuation due to major threat	Personal injury, Death	5	2	10		✓	✓		Security evacuation procedures to be complementary to any green space evacuation plan. Marshalls/Staff on constant alert to threats. Trained security bodies to be in place at all times. Marshalls to take lead role in any major evacuation.	22 June 2024 ongoing throughout event.	Event Manager and Marshalls	5	1	5
Slip, Trips, Falls	Personal injury, Death	4	3	12	✓	✓	✓		Contractors to comply with guidance on prevention of slips trips, falls. Constant checking of site to make sure that all hazards are highlighted or removed. First Aiders to be present.	22 June 2024 ongoing throughout event.	All involved with event.	4	1	4
Medical Conditions	Personal injury, Death	4	2	8	✓	✓	✓		First Aiders to be present. Where possible ask volunteers/staff to make organiser aware of any existing medical conditions.	22 June 2024 ongoing throughout event.	Event Manager and Marshalls	4	1	4

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		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
									Medical assistance summoned via 999 if required.					
Public order issues	Personal injury, Death	4	3	12	✓	✓	✓		Marshalls to monitor for signs of public order issues. No entry to be permitted for those suspected of drink or drug abuse. Any protesters that arrived to be shown the area set aside for them. This area to be monitored closely. Police support to be summoned via 999 if necessary. Medical assistance to be present and summoned via 999 if necessary.	22 June 2024 ongoing throughout event.	Event Manager and Marshalls	4	1	4
Installation of equipment.	Personal injury, Death	4	3	12		✓	✓		Over and above slips, trips, falls. Only qualified personnel to set up. First Aiders to be present.	21/22 June 2024 ongoing throughout event.	Illusion events Event Manager and Marshalls	4	1	4
Extreme weather	Personal Injury Collapse of display	5	4	20		✓	✓		Event Manager to monitor weather forecast and conditions and cancel event if appropriate. Event Manager to invoke closure of event and evacuation of the site if necessary.	21/22 June 2024 ongoing throughout event.	Event Manager and Marshalls	5	1	5
Noise sensitivity	Personal discomfort	3	3	9		✓			Provide quiet area for those that may need it and ensure that it is clearly signposted.	22 June 2024 ongoing throughout event.	Event Manager and Marshalls	3	1	3

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