

Task: Management and Organisation of Soulbury Music Festival (Soulfest) 21st June 2025
Completed by Soulbury Millennium Green Management Committee

Hazard/Risk	Groups at risk	Existing controls	Risk Level with controls	Additional controls required	Risk Level with added controls	Actioned by/ date
Communication and Co-ordination of the event/Loss of communication and poor management of the event.	Committee	The Soulbury Friends have appointed competent Event Organisers to run and organise the event. The relevant event insurances are held by the Parish Council	L	None	L	
Concessions/ public health incident and lack of appropriate licences	General Public	The Soulbury Friends shall be supplying food and refreshment to the public. Event organiser holds relevant certification of food hygiene to oversee food handling. Public conveniences will be supplied and hand washing facilities for food service will be available.	L	None	L	
Liaison with the Emergency Services	General Public and stall holders/ entertainers	The emergency services have been informed of the event (Fire Brigade and Police Authority).	M		L	
Access to the Parking area from the B4032	General Public	A person will be assigned to the parking area dedicated to the parking of visitors vehicles. This person will ensure the safe access and exit to this area.	M	None	L	

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Transport of stalls Equipment	Stall holders and Friends	Parking area chosen to allow safe unloading. Load secured until items being handled. Adequate staff to lift heavy objects.	L	None	L	
Stalls erection	Stall holders, organisers and friends	First aid kit available. Ensure any unauthorised personnel are not allowed in the area. Minimise distance equipment is carried and team reminded of need for care. Layout plan established. Team competent. Extra care in adverse weather conditions.	L	Dedicated team to erect Gazebos supplied by the Soulbury Parish Council. Gazebos erected by stallholders who bring their own Gazebos under their own risk.	L	
Festival area with stalls erected and festival in progress	General Public, organisers, entertainers, stall holders.	First aid kit available, Safety check prior to Festival opening. Committee stall holders to ensure that stall areas are kept clean and safe. Electrical cables to be secured.	L	None	L	

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Electricity supply to local band Area.	General Public, organisers, entertainers, stall holders and Friends	The Electrical supply shall be fed from the most strategically located electical boxes on the event premises. Any extension cabling from the professionally installed supply boxes traversing public pathways/walk areas to have appropriate cable protection to minimise cable damage/trip hazard.	M		L	
Fire Risk from cooking equipment, electrical equipment and wiring, smokers	General Public, organisers, entertainers, stall holders and Friends	A Fire extinguisher to be kept near the Band area. Safety check before and during event to remove and reduce any hazards that might cause a fire.	L	None	L	
Fire/Emergency/ Evacuation	General Public, organisers, entertainers, stall holders and Friends	An Emergency exit plan is in place. The Event Organisers will initiate and co-ordinate any evacuation if required. PA system with the entertainment is available	L	None	L	

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Fire/Emergency/ Evacuation	General Public, organisers, entertainers, stall holders and Friends	A first aid kit is located with the Event Organisers. All injuries, however small, must be reported to the Event Organisers who will assist with any first aid requirements. In the event of a medical emergency requiring an emergency vehicle to enter the site, the Event Organiser will direct committee stall holders and the public as to the process.	L	None	L	
General Operation	General Public, organisers, entertainers, stall holders and Friends	First Aid kit to contain burn pads and cream Any person bringing an potentially dangerous chemicals on site must inform and have the permission of the Event Organisor	None			
Storm events	General Public, organisers, entertainers, stall holders and Friends	Ensure gazebos are securely weighted. Remind committee stallholders to secure items in such circumstances. Event may be cancelled if storms present a significant danger.	L	None	L	
		Exercise caution if surfaces become slippery. Inflatables (bouncy castle) to be closed and deflated if wind speeds reach 18mph. Wind speed monitors to be provided and monitored by contractor/consessionairs.	M	None	L	

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Fairground rides, food and drink providers	General Public	All providers to supply their own certifications including insurance and risk assessments.	M	None	L	
Park maintenance work areas and ponds	General Public, organisers, entertainers, stall holders and Friends	These areas to be sealed off with appropriate barriers and high visibility barrier tape.	M	None	L	

Authorised Signature: _____

Name: _____

Date: _____