



Risk assessments

August 2024

Event:

Date:

Your name:

Competence of the author: Rob Williams

These risk assessments were produced for LRP Alliance exclusively. Unauthorised use of these risk assessments is done at the risk of the user and is not done with the consent of Rob Williams.

These risk assessment templates are intended to work along the LRP Alliance Health and Safety Management System with these risk assessments completed by a competent individual.

Qualifications/Experience:

- Nebosh General Certificate
- Nebosh Fire Safety Management and Risk Assessing
- Food Hygiene Certificate Level 4
- Legionella and Legionnaires Disease Awareness
- 8 years' experience of safety advisement, management, training, and risk assessing for a large restaurant chain.
- 21 years of larp experience including 8 years organising events.

Understanding risk

High risk activities should not be undertaken by Organisers or Nominated staff/Refs, additional precautions should be put in place to reduce the risks.

Assessing the risk level of an activity is undertaken using a risk matrix (see example below).

What is the overall risk when additional action completed and control measures are followed? Low Medium High Low = Trivial/acceptable risk Medium =Moderate Risk High = Intolerable (REFER TO RISK RATING MATRIX)		Risk Assessment Matrix				
		LIKELIHOOD				
		Certain	Very likely	Likely	May happen	Unlikely
SEVERITY	Death	High	High	High	Med	Med
	Major injury	High	High	High	Med	Low
	Under 7day injury	High	High	Med	Med	Low
	Over 3 day injury	Med	Med	Med	Low	Low
	Minor injury	Med	Low	Low	Low	Low

Completing your risk assessment:

- In each assessment there are several generic controls measured listed.
- If the activity is something you LRP does not engage in then mark the page N/A.
- You should tick to confirm each one has been completed or the items is in place. If you are unable to fulfil these control measures the task should not be undertaken.
- You will need to make notes of locations and additional hazards which may affect your event.
- Finally, the person completing the risk assessment will need to sign and date the sheet.

Risk assessment: Beer line cleaning

Details of the task/s covered by this assessment:-

Use of chemicals to clean beer lines

The hazards are as follows:-

- Irritation / damage to nose, throat and respiratory tract / eyes/ skin from cleaning chemicals.
- Slips on split chemicals.
- Irritation to mouth and digestive tract through swallowing chemical.

Who might be harmed and how?

- Nominated staff members and others coming in to contact with harmful chemical cleaner whilst cleaning pipes / clearing spillages/ disposing of chemical / storage of chemical.
- Participants / Nominated staff members digesting cleaner in drinks if pipes not flushed through correctly.

Preventative/Control measures;

Tick as confirmed

Lines should be cleaned only when Event is closed.

Chemical data sheets/information from suppliers **MUST** available. Only **Organiser** approved chemicals used. Chemical stored in original labelled containers.

Nominated staff members only permitted to handle / store chemical after receiving training & instruction in safe use. Training is noted with details on trainer. Including cleaning up spills and PPE use.

PPE available and used: Close fitting goggles, apron and corrosive resistant gloves.

Suitable storage of chemicals always. Store below 1m in height to prevent overhead spillages and away from public areas to prevent unauthorized access.

Clear procedure for flushing pipes after cleaning: Water run through pipes until and acceptable PH level is present, being 7 in this case. Litmus paper to be used to test line is chemical free both following flushing prior to service to participants.

Warning sign on taps to ensure Nominated staff members are aware when line cleaning is taking place.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event including the location of chemicals, PPE and PH strips.

LOW RISK

Risk assessment: Use of chemicals

Details of the task/s covered by this assessment:-

The safe use of chemicals for cleaning tasks throughout the Event

The hazards are as follows:-

- Burns / irritation to skin and to eyes/ lungs through incorrect use
- Burns / irritation/ to skin and eyes / lungs through uncontrolled / accidental use of chemicals
- Sprains / strains / manual handling injuries

Who might be harmed and how?

- Staff and others injured through incorrect use / spillage of chemicals.
- Uncontrolled / accidental use or storage of chemicals leading to injury of staff, participants and others.
- Team members at risk of strains / sprains from manual handling chemical containers.

Preventative/Control measures;

Tick as confirmed

Organiser to purchase all chemicals used by Nominated staff members.

Data sheets and COSHH information kept on dangerous chemicals. For household products and low risk chemicals the original packaging will be sufficient.

Correct PPE available and used where required (goggles, gloves, aprons etc..). Adequate supplies maintained.

Nominated staff members trained;

- Read the labels of chemicals and following instructions before using them.
- Not to mix chemicals and follow correct dilution rates as part of COSHH training.
- Condition of containers checked before use to ensure not broken, leaking or malfunctioning.
- Ensure lids secure on containers before and after use.
- How to safely clean up spillages of chemicals, using full PPE.

Ensure good ventilation in areas where chemicals used.

Designated locked storage area provided. Chemicals are stored securely in areas where participant are present including toilet facilities where necessary.

Chemicals stored below 1 metre in height.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event including the location of chemicals and PPE.

LOW RISK

Risk assessment: Candles

Details of the task/s covered by this assessment:-

Controlling the risks posed by open candles

The hazards are as follows:-

- Burns from hot candles
- Fire

Who might be harmed and how?

- Participants / event staff/refs and others injured burnt by candles / open fire on table or whilst being lit.
- All persons at Event at risk from candles causing tents/structures to catch fire. Serious and life threatening Burns, smoke inhalation.

Preventative/Control measures;

Note there is a significant increase in risk when allowing participants to use traditional wax candles at an event. You ensure the appropriate information is conveyed and monitored as much as is practicable during events.

Tick as confirmed

Candles must be held in a sturdy non-flammable candle holder suitable for the task. Never free standing.

No candles are to be used in tent where people are sleeping

Candles should not be used where children are present or placed away from children and supervising adults instructed accordingly.

Candles must not be used in chandeliers or places close to canvas/fabric. Candles are never to be used in modern fabric (plastic) tents.

Where candles are used in a tent the person in charge of that tent must ensure a suitable method of extinguishing fire is available, including participant tents. A bucket of water or sand is suitable.

Candles should be extinguished when not supervised.

Ensure all attendees are aware of the control measures and event guidelines for using candles requesting that they consider alternative LED candles.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

MEDIUM RISK

Risk assessment: Open fires

Details of the task/s covered by this assessment:-

Controlling the risks posed by open fires, candles and tea lights in the premises

The hazards are as follows:-

- Open fires
- Fire

Who might be harmed and how?

- All attendees injured by open fire during ignition or during burning.
- During burning a fire may become out of control.

Preventative/Control measures;

Note there is a significant increase in risk when allowing participants to have their own open fires at an event. Ensure the appropriate information is conveyed and monitored as much as is practicable during events.

Tick as confirmed

Fires contained in pits or suitable equipment such as a BBQ/barrel.

Fires are located away from other flammable materials and never in a location where simulated combat is likely to take place.

Open fires operated by our organization must be suitably supervised. Must be positioned away from walkways and other areas where persons could accidentally contact them. They must be extinguished whenever the area is vacated.

Suitable firefighting equipment must be located close to organisation fires.

Attendees have access to safety information regarding open fires.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

MEDIUM RISK

Risk assessment Beer barrel handling

Details of the task/s covered by this assessment:-

Moving and connecting beer barrels in the cellar / bar area

The hazards are as follows:-

- Injury caused by movement of beer barrels

Who might be harmed and how?

- Sprains, strains, crushing and other injuries from movement and storage of beer barrels

Preventative/Control measures;

Tick as confirmed

Where stairs are used for moving barrels only "small" kegs will be permitted.

Kegs are to be placed in storage areas by delivery teams where possible and ALWAYS where they are being dropped into a cellar.

Measures will be taken to ensure there is no risk of persons falling down any open hatchway by the positioning of a suitable barrier.

Manual handling training for all staff. No untrained nominated staff members to move barrels.

Full barrels & kegs are rolled, and hands kept on top of container to control movement.

Barrels / kegs must NOT be lifted by one person. Pregnant and nominated staff with medical conditions which may be worsened by task - prohibited from handling /moving barrels.

Barrels stacked no more than 2 high.

Stacks are stable and not positioned along a main passageway or emergency exit route.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

LOW RISK

Risk assessment: Event decorations	
Details of the task/s covered by this assessment:- <i>Erection and display of decorations and advertising materials for event</i>	
The hazards are as follows:- <ul style="list-style-type: none"> Falls from height. Injury from falling decorations. Fire Trip hazards 	
Who might be harmed and how? <ul style="list-style-type: none"> Nominated Staff injured falling from height when hanging decorations / signs. Injury to participants and others from fire caused by decorations and lighting. Injury to participants and others from trip hazards caused by trailing cables and decorations. 	
Preventative/Control measures;	Tick as confirmed
Stepladder provided and maintained and used in accordance with manufacturer's guidance. Standing on chairs and tables PROHIBITED.	
No work above 3M in height. Training guidance available for organisers/nominated refs using ladders.	
Ensure decorations are fixed firmly and do not present a risk of falling. Also, that decorations are checked regularly for continued stability. If any become unstable the area beneath is cordoned off until the display is made safe.	
Any garland style or ceiling decorations used are flame retardant. Decorations are hung away from lights, heaters, tea lights/ candles/ open fires which represent a significant heat source.	
Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.	
<div>LOW RISK</div>	

Risk assessment: Carbon Dioxide /Nitrogen/ Helium gas cylinders

Details of the task/s covered by this assessment:-

Installation, storage, maintenance and use of Carbon Dioxide /Nitrogen/ Helium gas cylinders

The hazards are as follows:-

- Inadequately installed/ maintained / CO2 / Nitrogen - Asphyxiation from CO2 gas
- Injuries to feet / legs /body

Who might be harmed and how?

- Staff/ visitors injured when changing cylinders /using drinks systems/ accessing area.
- Asphyxiation due to gas leak is less likely as events where beer lines used will be outdoors and not indoors, where indoors it is more likely the bar is managed by the venue. If any indoor area is managed in relation to this assessment more advice MUST be sought.
- Staff / visitors/ contractors injured by falling cylinders / when changing cylinders.
- Risk of strains / sprains from manual handling activities when moving / changing the cylinders.

Preventative/Control measures;

Tick as confirmed

Cylinders secured with strap when transporting on trolley, sack barrow, barrow truck.

Persons moving instructed not to roll or drag cylinders / never to throw or drop cylinders.

Suitable footwear worn by persons moving. No open shoes.

Cylinders stored away from public areas.

All cylinders secured in an upright position by chains, clip or similar or laid down and chocked to prevent movement.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

LOW RISK

Risk assessment Ladders, stepladders and step stools	
Details of the task/s covered by this assessment:- <i>Provision, storage and use of ladders, step ladders and step stools</i>	
The hazards are as follows:- <ul style="list-style-type: none"> • Untrained / unauthorised persons using ladder / step ladder / stool • Working at height/ Falling objects • Inadequately maintained / poorly designed ladder / step ladder / step stool 	
Who might be harmed and how? <ul style="list-style-type: none"> • Staff falling from height whilst using ladders/ step ladders / stool from over-reaching /unstable ladder and dropping items from height • Nominated staff members injured when using equipment 	
Preventative/Control measures;	Tick as confirmed
All Nominated staff members to receive training before using ladders / step ladders.	
Only tasks that can be safely accessed by a step ladder may be undertaken. (No use of step ladders / ladders on staircases , above atriums etc.. where risk of falling) No work above 3M in height) Where work above 3m is required on qualified persons may undertake work. Note this below.	
Ladder / step ladder / step stool meet current standards. Class 1 or EN131 ladders/ step ladders. No domestic grade. (Class 3)	
Ladder checked each event and before use.	
Areas around ladder use kept clear, equipment/plan for this in place.	
Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.	
<div></div>	
MEDIUM RISK	

Risk assessment: Portable electric heaters

Details of the task/s covered by this assessment:-

Provision , use and movement of portable electric heaters

The hazards are as follows:-

- Trip hazards from flex or heater itself
- Fire
- Burns

Who might be harmed and how?

- Nominated staff members/ others injured when heater in use.
- Position of heater / heater flex causes a trip hazard for Nominated staff members and others.
- Heater located near to flammable materials / electric defect causing a fire and subsequent injury.
- Nominated staff members and others burnt when touching /moving equipment.

Preventative/Control measures;

**Tick as
confirmed**

Periodic electrical inspection of equipment complete. 2 years max on PAT.

Heater suitable for use in public areas. Electric 'radiant bar type' not to be used.

Cables secure so no trip hazard.

Avoid locating by curtains, soft furnishings, and clothing.

Visual inspection of equipment before use at an event, if damaged do not use.

Ensure heater not obstructing fire escape route.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

LOW RISK

Risk assessment: Gas heaters

Details of the task/s covered by this assessment:-

Provision and use of portable patio heaters and LPG gas cylinders

The hazards are as follows:-

- Inadequately maintained gas equipment
- Burns
- Fire
- Explosion of gas cylinders
- Manual Handling injuries

Who might be harmed and how?

- Nominated staff members/ others injured when setting up heater/ when heater in use.
- Nominated staff members and others burnt / injured if heaters incorrectly set up.
- Nominated staff members and others injured by fire because of Incorrect use / set up of heaters.
- Nominated staff members and others injured by explosion of gas cylinder because of Incorrect use / storage of cylinders.
- Team members at risk of strains / sprains from manual handling activities when moving / cleaning the heaters and gas cylinders.

Preventative/Control measures;

Tick as confirmed

Heaters meet current standards and are provided/ maintained by **Organiser** appointed equipment supplier. Maintenance carried out by approved contractors. Ensure they are purchased from a reputable supplier.

Periodic inspection of equipment annually by competent gas safe engineer with a record kept.

Equipment isolated allowed to cool before being touched/ moved by Nominated staff members, staff aware of this.

Heater suitable for use in public areas. Safety signs present on hot parts.

Heaters only used in suitable well-ventilated areas, never in offices or private areas. Nominated staff members trained in the safe use of the heaters & changing the bottles and switching off gas supply after use.

Set up away from combustible materials and on a level surface.

Heaters not used in exposed, windy conditions unless bolted down.

Inspection for damage before use.

Suitable fire-fighting equipment in vicinity.

Store spare cylinders in a lockable, well ventilated, area at ground level (cellars must not be used) & away from drain gullies, occupied buildings, boundaries, vehicles & any potential sources of ignition & heat.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

LOW RISK

Risk assessment: Legionnaires disease for event providing own water supply/shower (not from site)

Details of the task/s covered by this assessment:-

Control of water systems (cisterns and tanks) to prEvent any risk of contamination, aerosol formation and the inhalation of legionella infected water droplets from taps, toilets, showers, hoses or pressure washers

The hazards are as follows:-

- Legionella bacteria (causes Legionnaires Disease)
- Burns where hot water above 43 °C

Who might be harmed and how?

- All persons exposed to risk of legionnaires disease if they inhale bacteria (in an aerosol) which may grow in poorly maintained water systems at an event. At risk groups tend to be those over the age of 45, particularly men, with those most vulnerable being those that are immune-compromised, people suffering from heart, lung, liver or kidney disease

Notes:

The site you are using will have a risk assessment and dealt with water supplies they provide including shower facilities.

Check shower heads, taps and water equipment for signs they are not cleaned (pinkish substance on outlets or dirt).

On a site level cold water should be kept below 20 degrees and hot water above 43 degrees in storage. They will have also completed a survey of pipe work to ensure no sections are available for water to go stagnant in.

Preventative/Control measures for where site are in charge of water supply and showering etc.

Tick as confirmed

Check with site that there are no issues and clean before event begins.

Preventative/Control measures for where site are in charge of water supply and showering etc.

Tick as confirmed

Complete a more details assessment in the box below focusing on the following:

- Cisterns and water tanks are covered to prevent any risk of contamination.
- Cisterns and water tanks are cleaned/disinfected between events.
- Main supply?
- How will the water be heated?
- Are shower units/toilets cleaned before use? Focus on shower heads and pipe work where water/damp may be an issue between events.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

LOW RISK for site provided.

MEDIUM RISK for own equipment (Dangerous if not maintained)

Risk assessment: Child safety (0 years – 16 years of age) & Young persons (16-17 years of age)

Details of the task/s covered by this assessment:-

Preventing risk of injury to children and others visiting the Event

The hazards are as follows:-

- Behaviour of children
- Inexperienced young persons.
- Presence of adults in non-secure location
- Simulated combat

Who might be harmed and how?

- Injury when children playing at events including simulated combat.
- Dangerous interference by adults.

Preventative/Control measures;

Tick as confirmed

Clear guidance on simulated combat provided to all participants including where and when children/young adults may participate. This must be at a minimum in line with the guidelines provided by the larp alliance, addition safety measures can be done on an event by event basis.

A child safety policy is place regarding safeguarding. This must include parents/guardian's responsibility which can be different at each event but must always focus on supervision and care during the event.

For young teens rules may be relaxed at the risk of the event.

It is recommended that a specialist arranges your policy if more complex than children always supervised by parent/guardian.

If providing facilities specifically for children, please assess them below.

Children/young adults not working events as volunteers or paid employees. They may engage in role-play and simulated combat as noted in the event guidance however they may not engaging in other works such as being a ref or in a position of responsibility for others safety.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

MEDIUM RISK

Risk assessment: Slips, trips, falls & game play in higher risk areas

Details of the task/s covered by this assessment:-

Controlling risk of persons slipping, tripping and falling

The hazards are as follows:-

Injury and harm caused by

- Slips, trips and falls – Cold weather (ice) or wet weather, uneven surfaces, outdoor play
- Simulated combat
- Collision
- Health issues relating to cold/heat

Who might be harmed?

- All participants due to be uninformed having access to many different play areas.

Preventative/Control measures;

Tick as confirmed

Nominated staff members instructed on keeping set dressed areas, walkways, stairs, and steps clear of any obstructions. i.e. - no trailing cables left across walkways; any obstructions removed.

Free standing set dressing, displays or A boards placed to leave enough space for clear passage.

Walk around the venue/site complete before event and plans in place for checks during event. Damaged floors, stairs, significant drops and slip/fall hazards isolated/highlighted so game play can avoid where practicable.

Areas well lit where there is a significant identified risk or trip/fall hazards.

Advice provided to all participants on safety tips for play outside revolving around dark areas, wet weather, hot weather, camp safety, uneven play areas such as woodlands.

Event Organiser or Nominated staff member: List any additional hazards and control measures specific to your event.

MEDIUM RISK

Risk assessment: Manual handling

Details of the task/s covered by this assessment:-

Identification and assessment of tasks involving manual handling of loads and risk of injury

The hazards are as follows:-

- Lifting, carrying, pushing, pulling, putting down of equipment and supplies leading to back injury, pulled muscles, strains, cuts, lacerations, trapped hands, fingers etc.
- Layout / design of event increases risk of injury when manual handling.
- Individual capability / health issues / pregnancy / young persons.

Who might be harmed and how?

- Event Organiser or Nominated staff member injured when moving , handling, deliveries, supplies etc.
- Staff with existing health conditions, who are pregnant, young person's unable to carry out manual handling tasks.

Preventative/Control measures;

Tick as confirmed

All **significant** manual handling tasks identified Event Organiser or Nominated staff member using the space below to record and note control measures.

Where possible the need for manual handling is avoided. Task is no longer carried out / mechanical handling aids provided e.g. lifts, hoists, trolleys etc.

Where handling cannot be avoided, the risks are reduced as far as practicable by reducing weight to be moved, distance transported, frequency of tasks.

- Items delivered/moved as close to where they are required as possible.
- Loads are split into smaller amounts by opening cases.
- Task split amongst persons.
- Provision of PPE, gloves.

Nominated staff member provided with information, instruction, and training on safe lifting techniques

Good housekeeping in premises and all redundant equipment / supplies discarded. Items which may impede moving heavy loads.

Consider working environment when completing this risk assessment.

Identify tasks which are not suitable for pregnant people / young people/ those with some health conditions.

Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:

LOW RISK

Risk assessment: Disabled persons

Details of the task/s covered by this assessment:-

Controlling risks to disabled staff, participants and visitors

The hazards are as follows:-

- Access to and around the event for disabled persons
- Use of disabled toilet facilities.
- Evacuation in case of fire.

Who might be harmed and how?

- Disabled participants / staff injured when attempting to access the event / move around the event.
- Disabled persons injured when using toilet facilities.
- Disabled persons not evacuated safely / quickly in event of fire.

Preventative/Control measures;

Tick as confirmed

Instruction provided to participants on ground conditions and accessibility to your event allowing persons to make their own mind up about attending.

Access ramp / portable access ramp provided and used as required.

Consider additional assistance provided if where required to disabled persons including visually or hearing impaired.

Clear access to disabled toilet facilities always maintained.

Grab rails provided and regularly checked to ensure securely fixed during event.

Evacuation plan for premises considers disabled persons including visually impaired / hearing impaired. **See Fire Risk Assessment.**

Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:

LOW RISK

Risk assessment SRA6: Rivers, canals, ponds, streams	
Details of the task/s covered by this assessment:- Rivers, canals, ponds, streams on Organiser owned / leased land	
The hazards are as follows:- <ul style="list-style-type: none"> • Drowning • Weils Disease 	
Who might be harmed and how? <ul style="list-style-type: none"> • Participant, Visitors, Public, particularly children drowned when playing walking near rivers, canals, ponds, streams on Organiser owned / leased land. • Nominated staff member injured whilst working near rivers, canals, ponds. • Participant, Nominated staff member at risk of contracting disease whilst near stagnant water. 	
Preventative/Control measures;	Tick as confirmed
Warning signage to warn of water.	
Parents informed of water risks in event information.	
Are there barriers in place to prevent or deter access to water hazard or steep banks etc. Barriers / fencing at least 1.1 metres in height and not easy to climb. If not taping it off with hazard tape.	
No simulated combat to take place near water bodies, all Nominated staff, refs and attendees given information.	
Life jacket / ring provided where significant risk of persons falling in. Talk to site provider.	
If area is used during dark hours ensure it is well lit.	
Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:	
<div style="background-color: #00a0e3; color: black; padding: 10px; text-align: center;"> LOW – HIGH RISK – determined by access and control measures in place. </div>	
Customised to event by Date	

Risk assessment – First Aid

Details of the task/s covered by this assessment:-

First aid

The hazards are as follows:-

- Delayed treatment of injury causing initial injury to be worse.

Who might be harmed and how?

- Staff and participants not given appropriate immediate first aid.
- Delay in response from emergency services due to location will delay treatment further.

Preventative/Control measures;

Tick as confirmed

You must have a minimum of 1 person always qualified in first aid, as the event size grows this will need to be increased. The designated first aider must be on site, sober and be able to be contacted without delay. (First Aid at Work from a noted trainer such as St. Johns is fine for small events, larger events over 250 people will require professional assistance).

First aid kits must be on site and easily accessible, they must be checked each event. Ensure this includes eye wash kits and burns kits.

Phone lines available or mobile phone in an emergency to contact the emergency services.

The location of nearby hospitals will be considered and noted on a event specific level. If ambulance response times are slow in the area you may need to use own vehicles for transporting injured persons.

Is your event in a remote location? You will need expert advice before proceeding with the event, speak to local NHS provider for the area where the event will take place.

Event Organiser or Nominated staff member – List any additional hazards and control measures specific to your event (Please note distance to nearest hospital and what facilities it has):

LOW RISK – If all standards are met.

Customised to event byDate

Risk assessment – Fire Risk Assessment for small events (1 – 100 persons or in accommodation with fire detection/procedures such as a hotel or hostel)

Details of the task/s covered by this assessment:-

Fire safety

The hazards are as follows:-

- Death or Injury from burns or smoke.

Who might be harmed and how?

- All participants.

Preventative/Control measures;

Note: Ensure you make a note in the space provided on what your plans are and what is in place. Add details of safety/fire patrols as required and locations of equipment. If you are unable to answer yes to all sections, you should not run your event and seek advice.

For larger events you will need to provide a site map drawing and more details on controls.

Does your venue have fixed fire detection systems? (Smoke detectors etc.)

If not, you will need to provide a system of raising the alarm and ensure fire patrols are in place during the event. Provide the patrol with air horns so that they can raise the alarm. Anyone designated as patrolling must always remain sober.

Check fire escapes are always kept clear. Check before event begins and during the event.

Ensure all participants are aware of what to do in case of a fire. How to raise the alarm. How to escape the area. The location of the assembly point.

Ensure you have a clear communicated plan in place for escape.

Phone lines available or mobile phone in an emergency to contact the emergency services.

The location of nearby hospitals will be considered and noted on an event specific level. If ambulance response times are slow in the area you may need to use own vehicles for transporting injured persons.

Is your event in a remote location? You will need expert advice before proceeding with the event, speak to local fire service for the area where the event will take place.

Ensure any contractors/traders working at the event have access to adequate fire extinguishing equipment where electrics are located, or cooking takes place.

Tick as confirmed

Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:

LOW RISK – If all standards are met.

Customised to event by Date

Risk assessment – Simulated combat

Details of the task/s covered by this assessment:-

Undertaking of LRP style combat/fighting

The hazards are as follows:-

- Injury caused by being struck with foam latex props and foam headed arrows.

Who might be harmed and how?

- Participants may suffer from bruising, concussion, cuts and fractures.

Preventative/Control measures;

Tick as confirmed

Note: Ensure you make a note in the space provided on what your plans are and what is in place. Add details of safety/fire patrols as required and locations of equipment. If you are unable to answer yes to all sections, you should not run your event and seek advice.

All LRP props used for combat role-play will be checked by competent persons prior to the start of any game. Attention will be made to the core of the prop being attached to and encased by an adequate thickness of foam. Latex will be checked to ensure that the foam is sealed and will not be damaged easily during role-play. Only experienced persons will be authorised to check weapons.

All props used for combat must meet the standards found in section 5.1 of the safety policy.

A safe role-play fighting guide will be published in event documents for each event which includes notes on slower role-play fighting in dark places etc. Please seek advice from established professional organisers if required.

Where possible and before each event commences a short safety brief will be given to all players and crew members. This will include talking through the published guidelines and identifying any potentially dangerous areas of the site where the game is taking place.

Inexperienced players/staff will be given a short introduction to safe role-play fighting if identified and not accompanied by an experienced player/crew member.

An adequate number of first aid qualified persons will be on site at every event.

There will be in character or out of character referees observing the game and safety. Any persons role-playing fighting in an unsafe manner will be removed from play.

A system of safety calls is in place so that injured or dangerous occurrences can be identified quickly. This is also published in the main rules guide. Upon hearing this all play will stop and crew members will investigate and deal with the problem.

Bows, crossbows, arrows and bolts will be checked and approved in line with the safety standards laid out in game guides.

Only persons who have completed a bow safety training session will be permitted to use a bow or crossbow. Guidelines will be printed and given to all players and crew members using bow or crossbow props. It is recommended that this is recorded.

This must be run by an experienced person designated by the organiser.

Minimum Information for Bow Safety guidelines

- Ensure that your bow is correctly and securely strung
- Take the distance to your target into account before firing. DO NOT full draw at a target 10ft or less away
- Do not parry or strike with your bow! It is NOT a melee weapon

An incorrectly strung bow is a danger to you and other players as well as demonstrating a lack of experience with a bow. You must know how to string a bow correctly. Modern LRP bows and crossbows are capable of

firing a LRP arrow much further than most of the older equipment in use by the hobby a decade ago, even though their poundage at full draw has not changed. It is not safe to fire an arrow at high speed at a close target. If you have a bow you must reduce you draw when firing at nearby targets. You must not use a bow full draw at a target that is 10ft or closer to you; as you cannot reduce the pull for a crossbow you must not fire it at all at a target closer than 10ft.

- You must check every arrow you use before firing them
- If your bow is of a higher poundage ensure that limbs are warmed before a large fight

Arrows must be checked every time they are used. It is particularly important to check every arrow before you reuse as an arrow recovered from a battlefield has a high chance of being unsafe. The guidelines for all archers checking their arrows are below; if you are unsure then ask a ref or a member of the weapon checking team.

- Check the head is secure and free from debris
- Check the shaft is not cracked or split
- Check the arrows does not have missing or loose flights
- Check if the nock is loose or split

Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:

LOW - MEDIUM RISK – If all standards are met.

Customised to event byDate

Risk assessment – Traffic

Details of the task/s covered by this assessment:-

Use of the car park

The hazards are as follows:-

- Cars moving at speed.
- Blocking entrance/exit for emergency services.

Who might be harmed and how?

- All participants from collisions.

Preventative/Control measures;

Tick as confirmed

Cars will be registered at games control so that any car can be identified.

A member of Crew will ensure that the car park is used in a sensible manner upon arrival to the event. They will ensure that parking is done in a manner which is safe and does not block the site entrance and exit.

These persons will be wearing a high visibility jacket or vest to prevent injuries and will be in radio contact with the main event organisers.

A 5mph speed limit will be in place at all events with a guide published on the website alongside other safety information and guidance for participants in relation to traffic.

All paths/roads beyond car parks are clearly marked.

Designated drop off and pick up points/times planned out in advance.

Any persons found breaking any speed limit imposed by the site owners or event runner will be ejected from the event.

Event Organiser or Nominated staff member - List any additional hazards and control measures specific to your event:

LOW RISK

Customised to event by**Date**