

Risk Assessment for: Event Management - Fairs				Responsible Officer: CP / CLR Committee		
	Hazard	Risk Assessment			Risk Control Measures	Responsibility
		Likelihood	Impact	Rating		
1	Corporate Negligence- Breach of Duty of care, unsound risk management	2	3	6	Agreement will be in place with the Showmen's Guild of Great Britain, London Section.	Cassie Pinnells/Fair Working Group
					Safety Management Plan in place- sets out event procedures and defines roles and responsibilities of each partner which is agreed by Council	Cassie Pinnells
					Risk Management procedures agreed by Council	Cassie Pinnells
					Road Closures licences in place	Cassie Pinnells
					Emergency Partners involved with operational organisation of the event and offer advice.	Cassie Pinnells
					Pre Fair Briefings and reviews are held with all event partners.	Cassie Pinnells
2	Financial implications i.e. insurance claims, fraud	2	3	6	Contract management procedures in place.	Cassie Pinnells
					Internal Audit undertaken yearly as approved by the Council	Cassie Pinnells
					Budget allocations agreed by Council with management undertaken by Town Clerk and Responsible Financial Officer as required by Council	Cassie Pinnells and Karen Slater
					Appropriate insurance in place with Council Insurance company.	Karen Slater
					Public Liability and insurance paperwork checked and received from the Showmen's Guild and individual Fair controllers i.e. persons or organisations who own or control an attraction.	Jane Webster and Cassie Pinnells
					Any fraud reported to police and insurance company for investigation.	Cassie Pinnells and Karen Slater
Any damage recharged to Showmen's Guild.	Cassie Pinnells					
4	Staff attacked - Personal injury	2	3	6	Communications systems in place.	Cassie Pinnells
					Rapid response SIA trained security provision security company with proven track record.	Cassie Pinnells
					Violence at work incident form.	Cassie Pinnells and Karen Slater
					Security or police on duty should any potential situations occur.	Cassie Pinnells
5	Disputes with members of the public or Fair Operatives	2	3	6	Council Complaints procedures in place	Karen Slater
					Any difficult confrontational situations managed by Town Clerk.	Cassie Pinnells
					Disputes reported and reviewed at briefing meetings.	Cassie Pinnells
Reviewed by:		Karen Slater			Signature:	
Acting Town Clerk Approval:		Cassie Pinnells			Signature:	