



## EVENTS MANAGEMENT

### SHAPED BY INDUSTRY, SHARED WITH PRIDE - CARNLOUGH THE INSIDE STORY

### OUTDOOR THEATRE PERFORMANCE

CARNLOUGH HARBOUR  
(8<sup>th</sup> and 9<sup>th</sup> September 2018)

### RISK ASSESSMENT

<b>ACTIVITY COVERED:</b>	Shaped By Industry Project Outdoor Theatre Performance		
<b>REFERENCE NO:</b>		<b>Version:</b>	Events Management

#### PRIMARY LEGISLATION / REFERENCES:

Health and Safety at Work (NI) Order 1978
Management of Health and Safety at Work Regulations (NI) 2000
Workplace (Health, safety and Welfare) Regulations (NI) 1993
Manual Handling Operations Regulations (NI) 1992
Health and Safety (First Aid) Regulations (NI) 1982

GENERAL HAZARDS		Risk Rating			Who's at Risk?	
		Hazard	Likelihood	H x L	Staff	Public
1	Adverse weather conditions	1	3	3	X	X
2	Steps - slip, trip and fall injuries	3	3	9	X	X
3	Low wall facing Harbour House is a trip and fall hazard	3	3	9	X	X
4	Parked vehicles or other obstacles on quayside blocking or restricting access	1	3	3	X	X
5	Inappropriate behaviour - pushing, shoving, shouting, aggressive, intoxicated or over-excited participants	1	3	3	X	X
6	Unaccompanied children under 16	1	3	3	X	X
7	Crossing road from Heritage Hub - risk of collision with motorised traffic	4	3	12	X	X
8	Quayside / harbour wall facing water - trip hazards on ropes, bollards leading to injury	3	3	9	X	X
9	Quayside / harbour wall facing water - risk of falling into harbour waters and drowning	4	3	12	X	X

PLANNING:		
Participant numbers for each of 8 performances limited to 15 based on 1 staff member and 3 volunteers to 15 people.	General	
Staff to work with Theatre director to identify safe areas away from the high risk harbour wall / quayside to use for the performances .	General	
Suitable provision for disabled access to performances and in selection of performance sites in harbour area.	General	
Staff to define arrangements for controlling numbers of people accessing the performance areas, so that clearly defined entrance and exit points are agreed. This will be by a combination of physical barriers and marshalling by volunteers and staff.	General	
Staff meet with volunteer marshals before the event to run through their roles in the event plan, safety and emergency procedures.	General	
Qualified first-aider present at performances on 8 <sup>th</sup> and 9 <sup>th</sup> September. Appointed person from Council available on both days to stay with casualty, offer reassurance until emergency services arrive.	General	
Staff and Guide to monitor weather reports and ground conditions and adapt plan for the event accordingly. Indoor performances in the Hub will be necessary if weather conditions are a safety issue.	1	
Staff to work with MEA Harbour Master to utilise Council's equipment to reduce fall and trip hazards	2, 3	
Registration and first few opening minutes of performance will take place in the Heritage Hub at Carnlough Town Hall. Performance participants will then be led outside to Clock Tower doorway, and from there across main road to Store beside bridge. Marshal to indicate to participants when it is safe to cross road. Performance is then escorted to outer quayside. Participants must be advised to keep away from edge of quayside. Second marshal positioned where large chain crosses harbour wall on quayside, to warn of trip hazard. Third marshal positioned at end of outer harbour wall. Fourth marshal on grass area of Hurry Head.	7, 8, 9	

PHYSICAL:		
Emergency mobile phone accompanies staff.	General	
Mobile first aid kit and Staff member present as a qualified first-aider in event of accidents	General	
Council staff and volunteer marshals control entry of public to performances so that capacity of performance area is not exceeded.	General	
Staff check the quayside and other main performance areas before the start of each performance to ensure any hazards and obstacles are identified so that avoiding action is possible.	General	
Safety talk by Council staff member to participants before performance begins	2, 3, 8, 9	
Staff and volunteer marshals to control access to each performance and guide participants to each designated area where a performance is taking place.	3, 8, 9	
Staff reserve right to exclude participants whose behaviour is offensive, intimidating or a risk to the safety of others	5	
Advice from Staff and volunteers to participants that children should be accompanied by an adult.	6	
Additional volunteer to accompany participating public across the road from the Heritage Hub	7	
Staff members to be positioned at chain link rope hazard and at end of quay to advise and instruct participants of hazard/s	8, 9	



Placement of one additional orange rescue ring towards end of outer quayside to be in position before all performances.	9	
<b>MANAGERIAL / SUPERVISORY:</b>		
Ensure safety briefing undertaken with performers and participants before event begins.	General	
<b>TRAINING:</b>		
First aid	General	
Child protection	General	

FURTHER CONTROL MEASURES REQUIRED	APPLIES TO HAZARD No's	PROPOSED DATE OF COMPLETION / BY WHOM
One additional orange life ring to be supplied	9	William McAuley

RESIDUAL RISK AFTER CONTROL MEASURES		Risk Rating			Who's at Risk?	
		Hazard	Likelihood	H x L	Staff	Public
1	Adverse weather conditions	1	3	3	X	X
2	Steps - slip, trip and fall injuries	3	2	6	X	X
3	Low wall facing Harbour House is a trip and fall hazard	3	2	6	X	X
4	Parked vehicles or other obstacles on quayside blocking or restricting access	1	2	2	X	X
5	Inappropriate behaviour - pushing, shoving, shouting, aggressive, intoxicated or over-excited participants	1	2	2	X	X
6	Unaccompanied children under 16	1	2	2	X	X
7	Crossing road from Heritage Hub - risk of collision with motorised traffic	4	2	8	X	X
8	Quayside / harbour wall facing water - trip hazards on ropes, bollards leading to injury	3	2	6	X	X
9	Quayside / harbour wall facing water - risk of falling into harbour waters and drowning	4	2	8	X	X

ASSESSOR:	Donald Bell	Signature:	<i>DA Bell</i>
Assessors Job Title:	Access Officer		
MANAGER:	Jayne Clarke	Signature:	<i>Jayne Clarke</i>

### RISK REVIEW RECORD

Next review Required	Date Actually Reviewed	Changes Required (Yes / No)	Assessors Signatures	Comments
March 2019				



## OPEN WATER RISK ASSESSMENT

### ASSESSMENT METHODOLOGY

The water courses are broken up in to logical segments. Each segment is then assessed to identify the hazards and level of risk. An average level of risk can then be gained. Recommendations can then be made against the highest levels of risk. The potential improvements gained by implementing the recommendations can then be measured.

### Risk assessment summary

<b>Watercourse</b>	Carnlough Harbour
<b>Responsible Organisation</b>	MEABC & Production Company
<b>Risk Assessment reference</b>	Events-MEA-001 Shaped by Industry Project - For an Outdoor Theatre performance (8 <sup>th</sup> and 9 <sup>th</sup> Sept 2018)

### Segment and overall risk rating score(s)

Segment number	Description	Segment risk rating score
1	Misjudgement, ignorance or disregard	27
2	Unlimited access to water	19
3	Supervision	4
4	Ability to save oneself or be rescued	14
	<b>Total for hazard</b>	<b>64</b>


### Summary of findings and recommendations

Open harbour waters, with unprotected quayside with the risk of someone falling in and drowning

<b>RISK REDUCTION taking into account current conditions plus additional controls</b>	<b>-35</b>
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If all recommendations are implemented and maintained we expect the residual risk will be reduced to the following level.

<b>Potential Residual Risk Rating score</b>	<b>29 (Low level of risk)</b>
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Authorised by	Print name	Date
	Graeme Turner	22 <sup>nd</sup> August 2018

## OPEN WATER RISK ASSESSMENT

<b>Watercourse</b>	Carnlough Harbour
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**Responsible Organisation**

MEABC & Production Company

**Risk Assessment reference**

Events-MEA-001 Shaped by Industry Project - For an Outdoor Theatre performance (8<sup>th</sup> and 9<sup>th</sup> Sept 2018)

**Describe the watercourse site**

Carnlough Harbour is an open edged quayside with boats moored within



**Assessor(s)  
Name(s)**

Graeme Turner

**Signature(s)**



**Date of  
assessment**

22<sup>nd</sup> August 2018

**Proposed review  
date**

Next Event in area



## HAZARD ANALYSIS SCORING SHEET 1

### Misjudgement, ignorance or disregard (Highlight Line)

Lighting	Formal lighting on walkway at even spaces	0
	Ambient lighting	1
	Inconsistent/missing lighting creating dark spots	2
	No lighting	3
Water depth	Water is not accessible	0
	Less than 300mm	2
	Between 300 and 900mm	4
	Between 900 and 1500mm	6
	Greater than 1500mm	8
Nature of bed 1	Water is not accessible	0
	Consistent depth	1
	Variable depth	2
	Unable to verify/unknown	3
Nature of bed 2	Manmade solids e.g. Concrete	0
	Stones/firm pebbles	1
	Firm sand	2
	Mud/clay	3
	Unknown	4
Alcohol/Drugs	Remote location unlikely to be used by inebriates	0
	Location occasionally used for adult relaxation e.g. picnics on sunny days	1
	Location close to areas where alcohol available e.g. likely use by teenagers	2
	Close proximity to pubs/bars/clubs	3
	Visible evidence of alcohol/drug use at site.	4
Obstructions in water	No obstructions in fall zone	0
	Single obstructions in fall zone	1
	Single obstructions in fall zone - not visible	2
	Numerous obstructions in fall zone - visible	3
	Numerous obstructions in fall zone - not visible	4
	Unknown	5
Use by persons <8 years	Not possible	0
	Expected to be supervised by adults	1
	Loose/distant supervision expected	2
	Large number of children	3
	Adjacent children's play areas	4
Use by persons >65 years	Very unlikely	0
	Unlikely to be used by lone elderly people	1
	Vicinity used by groups of elderly people	2
	Used regularly by lone elderly people	3
	Used by the very elderly	4
Water currents	No current	0
	From prevailing wind	1
	Created by river or sluice/outflow/weir	2

## HAZARD ANALYSIS SCORING SHEET 2 - Unlimited access to water (Highlight Line)

Footpaths	Completely clear and level with delamination from the water's edge	0
	Small uneven sections with delamination from water's edge	1
	Small uneven sections with no delamination from water's edge	2
	Uneven, rutted surface - large areas unclear to walk on	3
	Rugged informal route - majority of way hard to walk on	4
Freeboard	Water is not accessible	0
	Less than 300mm	1
	Between 300mm and 1000mm	2
	Between 1m and 3m	3
	Between 3m and 5m	4
	Greater than 5m	5
Edge gradient: bank	Fencing	0
	Less than 15 degrees	1
	Between 15 and 30 degrees	2
	Between 30 and 60 degrees	3
	More than 60 degrees	4
	Not known	5
Pinch points	No pinch points along section	0
	Single managed pinch points	1
	Multiple managed pinch points	2
	Single unmanaged pinch point	3
	Multiple unmanaged pinch points	4
Unexpected drops	No drops along section	0
	Single unprotected drop	1
	Multiple unprotected drops	2
	Multiple hidden unprotected drops	3
Proximity of routes to water	More than 10m	0
	Between 4m and 10m	1
	Between 3m and 4m	2
	Between 2m and 3m	3
	Less than 2m	4
Inviting nature of water	Dirty stagnant water	0
	Users unlikely to enter water but may use edges e.g. to throw sticks for animals	1
	Features that may attract people to enter the water	2
	Probable swimming location	3
	Clear attractive swimming location with known usage	4

### HAZARD ANALYSIS SCORING SHEET 3 - Supervision (Highlight Line)

Adjacent locations and facilities	Close to well used public areas	0
	Watercourse is visible from various points	1
	Large areas of the water course hidden from general view(s)	2
	Remote location	3
Direct supervision of users	Lifeguards/equivalent available at all times	0
	Lifeguards/equivalent available at peak times	1
	Self-supervision and high public attendance/usage	2
	Users likely to be alone in long periods	3
Facility likely to be used	Only used in very good weather	0
	Used all year	1

### HAZARD ANALYSIS SCORING SHEET 4 Ability to save oneself or be rescued (Highlight Line)

Previous accidents on site	None plus high level of reporting/confidence	0
	None plus low level of reporting/confidence	1
	Low numbers of accidents/incidents	2
	High numbers of accidents/unsafe events reported/recorded	3
	Frequent serious/potentially serious events	4
	Death(s) reported on site	5
Additional hazards	Weir	5
	Culvert	5
	Sluice	5
	Inlet/outlet	5
Likelihood of being notices if in trouble	Certain	0
	Probable	1
	Difficult/unlikely	2
	Improbable	3
Rescue equipment	Appropriate rescue equipment e.g. rope rings well placed and in good repair	0
	Rescue equipment provided in accessible areas	1
	Rescue equipment provided but inadequate	2
	Rescue equipment provided but poorly maintained/missing/no equipment provided	3
Ability to raise the alarm within time	Immediate	0
	3 minutes	1
	3 minutes but would require another person	2
	5 - 10 minutes	3
	Longer than 10 minutes	4
Emergency response time to attend	Less than 3 minutes	0
	3 - 5 minutes	1
	5 - 10 minutes	2
	10 - 35 minutes	3
	35 + minutes Helicopter medevac needed	4



### RISK REDUCTION SCORE SHEET (Highlight Line)

Generic Control	Current Condition	Suggested maximum score	Risk score reduction awarded
Footpaths	Defined footpaths	-2	-2
	Maintained footpaths	-2	
Fencing	All water adequately fenced off	-25	
	Highest risk areas fenced off	-20	
	Partial fencing provided but inadequate to minimise all access	-10	
Public Rescue Equipment (PRE)	PRE provided	-3	-3
	PRE maintained	-3	-3
Signage	Nag signs provided at all entrance points	-3	
	Nag signs provided but inadequate	-1	
	Adequate specific hazard signs provided	-5	
	Inadequate specific hazard signs provided	-2	-2
Active staff presence on site	All hours life guard(s)	-50	
	Peak days. Hours life guard(s)	-30	
	Ranger / Warden with training	-20	
	Ranger / Warden without training	-15	
	On site staff only during event	-10	-10
Marginal planting	Grass bank left to grow naturally	-1	
	Margins mainly large bushes another antisocial plants e.g. blackberries/hawthorn which discourages access to water	-3	
	Margins prevent access to water apart from fishing pegs	-3	
	Margins prevent access to water apart from very determined individuals	-4	
Emergency procedures	Adequate and tested emergency response plans are in place via Emergency Services/RNLI	-15	-15
	Emergency plans in place and trained to all staff	-10	
	Lost child policy and procedure in place with signage for visitors etc.	-15	-15



## HAZARD IDENTIFICATION

**HAZARD** - THE POTENTIAL TO CAUSE HARM

**RISK** - THE LIKELIHOOD OF THAT POTENTIAL BEING REALISED

Hazards can be identified either by source and / or by the resulting injury / ill health.

In making a judgment as to which hazards require assessment, including only those giving risk to a risk which is “reasonably foreseeable”.

It is not enough that a remote possibility of injury exists; there must be sufficient probability for a reasonable person to anticipate it happening. In carrying out assessments, account should also be taken of practices such as shift working and solitary, young, inexperienced or casual workers.

HAZARD RATING ( H )	LIKELIHOOD ( H )
<ol style="list-style-type: none"> <li>1. No Injury / Slight Damage / Delay</li> <li>2. Minor Injury / Significant property or equipment damage</li> <li>3. Major injury / Illness (Disease) / Permanent Disability / Serious property or equipment damage</li> <li>4. Fatal / Large scale property or equipment damage</li> </ol>	<ol style="list-style-type: none"> <li>1. Improbable (So unlikely that probability is close to zero)</li> <li>2. Remote (Unlikely though conceivable)</li> <li>3. Possible (Could occur sometime)</li> <li>4. Probable (Not surprised will occur several times)</li> <li>5. Likely / Frequent (Occurs repeatedly / event only to be expected)</li> </ol>

## RISK EVALUATION

	5 Likely	4 Probable	3 Possible	2 Remote	1 Improbable
1. No Injury / Slight Damage / Delay	5	4	3	2	1
2. Minor Injury / Significant property or equipment damage	10	8	6	4	2
3. Major injury / Illness (Disease) / Permanent Disability / Serious property or equipment damage	15	12	9	6	3
4. Fatal / Large scale property or equipment damage	20	16	12	8	4

\* This metric represents a minimum standard

5 and below (Insignificant Risk)	Acceptable risk no action* Activity should be regularly reviewed to ensure there is no change to the risk rating
6 – 12 (Low Risk)	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
13 – 14 (Medium Risk)	Activity can proceed, but with caution, and ensuring control measures are maintained. Efforts should be made to reduce risk rating to low.
15 & above (High Risk)	Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium rating

**Hazard X Likelihood** E.G - Hazard Rating of 4 x Likelihood of 4 = Risk Evaluation of 4 x 4 = 16