

East Peckham Parish Council VE Day Celebration Event: 10th May 2025

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required.

Subject	Risks identified	H / M / L	Management of risk	Review
People	Injury/fatality	Low	An Ambulance will be on site from 12pm – 4.30pm, along with a Parish Council First Aider. A defibrillator is on site and accessible.	Throughout the event by the responsible person. J. Perretta
	Electric shock	Low	Limited extension leads to be used for stalls. The leads have been pat tested and plugs will not be accessible. They will be covered with cable covers.	Throughout the event.
	Trip hazards	Low	Any extension cables will be covered by cable covers..	Trip hazards will be rectified throughout the event.
Slips/Adverse Weather	Slips, falls, property damage	Medium	The event is held outside, stall holders & Entertainers will be brought into the main hall. Wet floor signs will be out and visitors informed of wet areas. All have been encouraged to bring gazebo's to protect themselves.. Any incidents to be reported to the ambulance staff and an accident report	Throughout the event and all weather forecasts will be checked prior to the day. All attendees will be informed of adverse weather & actions will be taken to prevent incident.

			taken. First aid box is also available.	
Food & Drink	Food poisoning/allergies	Medium	Food for sale is food hygiene standard rated and the sellers are responsible for products sold. All food vendors have provided copies of Public Liability. Anyone drinking irresponsibly will be asked to leave the event. Emergency services are on site to aid anyone.	Vendors will manage their own stall and safety around it. Anyone behaving badly will be removed from the event. Vendors to ensure customers are aware of food contents.
Taps	Hot taps in toilets	Low	Signage has been placed in the toilets. Parental support is recommended.	
Fire Alarms	Fire/Fire Alarm Activation	Low	The hall & facilities will be evacuated and Fire protocol followed by responsible person. Accidental Fire Alarm Activation: the hall and facilities will be evacuated, building checked to be safe & Alarm reset.	Responsible person: J. Perretta (Assistant Parish Clerk)
	Electrical failure/power cut	Low	The hall will be evacuated.	Responsible person.
External incident	Terrorist, accident, violence	Low	Emergency services to be called. Assess the situation as it happens.	Responsible person and each visitor is responsible for their own safety.