



## Risk Assessment General Statement of Introduction

Recreation Ground, Whitefield Road

The Recreation Ground is public open space at the centre of the town, with the Town Council members collectively acting as Trustees of the land and registered as a charity. The land must be kept in perpetuity for use of the townsfolk for leisure and recreational purposes. The entire site includes buildings associated with on-site sports and a children's playground. For the purpose of the licence application, the licensable area is that marked in red on the plan, being the grassed area east to west and from the skate park in the north to the southern boundary past the mature tree line. The majority of this space is laid to lawn and includes infrastructure such as public toilets and electricity bollards to aid the regular events that take place. An open sided performance pavilion is situated in the north east corner between the CCTV camera and the first electricity bollard. The land is maintained during the working week by a full time grounds man, to the usual standards kept for public open space. The Rec is well used by all sections of society, is a valuable green lung and visually softens this central location with views possible to the nearby Grade II Listed Water Tower.

In terms of construction the performance pavilion meets all legal, planning and other requirements and that no significant risk factors are present in terms of materials. It is also assumed that the building meets all standards in respect of fire retardation, electricity and gas.

This risk assessment was conducted by means of visual inspection and examination of relevant policies and documentation. The detailed risk assessment below outlines the areas considered but generally it can be stated that the Town Council have put in place all relevant policies and procedures to ensure that foreseeable risk are managed in a suitable and sufficient way.

The overall site management is appropriate for its use. The assessments below demonstrate the areas assessed.

The most significant area of risk in a venue of this nature is the management of customers from an emergency procedures perspective. The Event Application form sets the expected level of attendees, and in any case is a maximum of 4,999 (although the site can take around 30,000 being 16,300sq.m) A variety of events may take place at the venue and each type of event will be subject to individual risk assessment by the Event Organisers.

The venue has a comprehensive and considered Fire and Emergency procedures policy based upon the numbers for which it is licensed. The number of exits and the speed in which the site can be evacuated has been calculated and in the event of an emergency stewards/volunteers should be able to ensure an effective and safe evacuation of the site.

### The following information is included in this pack

- 1. Event Application form** - for Event Organiser to complete and return
- 2. Operating Schedule** - for reference when completing above and retention for event
- 3. Site plan** - for Event Organiser to show event layout and return
- 4. Fire Risk Assessment** - for reference
- 5. Generic Risk Assessment** - to inform Event Organisers specific risk assessment
- 6. Fire and Emergency Plan** - for reference
- 7. Age Verification Policy** - for reference
- 8. Capacity and evacuation calcs** - for reference
- 9. Example Environmental Impact Assessment** – to aid completion of Event Organisers assessment

Theresa Elliott – Assistant Town Clerk

Reviewed February 2016