

## **SAFETY STATEMENT and RISK ASSESSMENT**

### **CLASSICS ON THE COMMON 2023**

**WEDNESDAY 26th July**

#### **Event**

Classics on the Common is being organised by Rotary in Harpenden CIO a charitable incorporated organisation, registered charity no. 1163420. They are assisted by professional event management companies, Newman Event Services Ltd and Event Staff who report directly to Liz Jack, the Event Manager. Rotary have used Event Staff for the last 9 years, and Harpenden Town Council (HTC) use them for the Harpenden Carnival. The measures in place take into account that the area is basically a large field, and as such walking on a field has its issues, to minimise the risk we check the common before the event, normally at the end of June/beginning of July and advise HTC if we find any severe problems with the ground. They then rectify them before the show. We do not have any employees other than a person who looks after the portable toilets, Newman Event Services Ltd for the contracted-out traffic and pedestrian management measures and who help with parking and Event Staff who install the barriers and cones around the common and down the centre of the A1081, ramps, pedestrian crossing traffic lights at the Bull Rd roundabout and Stop/Go Boards at the Walkers Rd crossing. . All other people involved in the show are volunteers.

#### **Start and finish times**

Members of Rotary in Harpenden will set up the fencing (i) on the Common (ii) at Harpenden Rovers Football Ground in Cravells Road and (iii) at Hatching Green on the afternoon and evening of Tuesday 25th July. Event Staff our professional traffic management company, will set up the cones and road barriers during the evening of Tuesday 25th July. Ground set up on Harpenden Common starts at 08.00 hrs on Wednesday 26th July. Classic Cars with an early entry ticket will access Harpenden Common from 11.30 hrs. Classic Cars with a standard entry ticket and all bikes/scooters will access the Main Common from 14.00 hrs. All Classic Cars will have departed by approximately 21.00 hrs. Initial clearance of the Common will be started from about 20.00hrs and finished by approximately 23.00 hours on Wednesday 26th July. Final clearance should be completed by noon on Thursday 26th July. Event-Staff will de-rig the crowd control and road barriers on the evening of 26th July once the event has finished.

## **Event venue**

Harpenden Common and Surrounds

## **Member of Rotary in Harpenden in charge of this event**

Liz Jack. Details of other Harpenden Town Council and Police contacts are shown at the end of this assessment.

## **Number of Members of Rotary in Harpenden involved**

Approximately 40 throughout the day.

## **Number of helpers who are not members of Rotary in Harpenden**

Approximately 65 volunteers from various support groups, including Harpenden Round Table, 41 Club, Harpenden Village Inner Wheel, Harpenden Lions, and other friends of Rotary in Harpenden and the support groups will be acting as Stewards at the event. There will also be approximately 15 representatives from the various charities we are supporting who will help with the “bucket shaking” to collect voluntary charitable donations from spectators as well as another 50 volunteers to assist with collecting the money (bucket shaking). The names of all volunteers helping at Classics on the Common 2023 will be registered by a member of Rotary in Harpenden at the one of the three RIH Gazebos when volunteers sign in for their shift.

Chapter 8 Certified Traffic Stewards and Marshals will be provided by Newman Event Services Ltd, our professional traffic management company. They control the entry and exit from the Main Common and the Harpenden Arms triangle with members of staff, traffic lights and Stop/Go points to manage traffic and pedestrian crossings. They will also install and de-rig road and crowd control barriers. These were first requested by the police for the 2015 event.

## **How will helpers who are not members of Rotary in Harpenden be managed?**

Designated Members of Rotary in Harpenden will be responsible for overseeing their work and for providing a thorough prior briefing.

## **Is it possible that there will be more than 2,000 people present?**

The number of spectators is estimated to be between 7,500 and 9,750. This is weather dependant. The numbers start low at about 11.30 when the show starts with a few hundred people and peaks in the afternoon between 16.00 and 17.00 after which they start to drop again. Exhibitors make for about 2000 of these people. All the exhibitors will have arrived by 16.30.

**If a licence is required, has one been seen by the Club Risk Assessment Officer?**

A street collection license, authorising Rotary in Harpenden to collect money for the various charities we support in 2023, has already been obtained from St Albans District Council. This allows members of Rotary in Harpenden to collect money on the Common and from the various public houses in Harpenden, we are aware that we also have to obtain permission from the licensee/manager on the night before collecting.

**Access and exits (including disabled and emergency)**

As previously requested by the police, this year we will again partly fence off Harpenden Common with orange plastic fencing and cones down the side of the road. Clearly marked crossing points across the A1081 and Bull Road and Walkers Road together with emergency routes for emergency vehicles will be managed and staffed by Newman Event Services Ltd Traffic Stewards. Newman Event Services Ltd is a professional event management company.

**First aid facilities**

We employ Pro Medicus Ltd, a professional medical company, they will be in attendance on the Common with a marquee and there will be an ambulance for emergency use in the small car park to the left of the entrance as you enter the common. Their marquee will be near the RIH Control gazebos. Paramedics will also be going round the show on bikes.

**Fire Precautions**

It is recognised that the common can be dry, because of this we have fire extinguishers placed on the main Common at the Control Point and on the Harpenden Arms Triangle at the entry. Note that prior to the event the grass has been cut in both areas and also on the Park Hall Triangle where the premium parking takes place.

There is also an issue at Cravells Road where the public park their cars for the show. . There will be six fire extinguishers here strategically placed in pairs on the track that is used by the cars to enter the car parking lanes, Two at the beginning, two in the middle of the field and two at the far end.

For all four areas we have marshals in place parking cars and making sure that there are no incidents paying particular attention to the fire risk because of the dry ground. BBQ's are not allowed anywhere on the four areas and the public will be told to put them out, we will get the police involved if we have opposition. Car owners will be reminded that this area is no smoking, and in particular because of the dry ground. No smoking signs at the entrance will advise of this and at various places around the Commons. We note also that glass bottles can act as a magnifying glass and set the grass alight, marshals will look out for them and put them in the rubbish bins.

### **Safety equipment**

No specific safety equipment is required but the site is controlled by Marshals wearing hi-visibility tabards. Fire extinguishers and a loud hailer are at the RIH Reception.

### **Do the organisers have suitable contact details in the event of emergencies?**

Yes, personal mobile phones and 20 two-way radios for key personnel.

### **Special measures to protect vulnerable persons**

All members of the public have a right to be on the Common and we do not have any rights to determine who can, and cannot go on it. The common is maintained by Harpenden Town Council (HTC) and covers many acres. The Classics show is on a small part just to the south of Harpenden town centre. Whilst not taking any special measure to protect vulnerable people, we do take steps to protect all of the general public that come to the show. With this in mind we employ a specialist event management company to ensure that the main crossings between the event are either manned, or have automatic traffic lights to assist in crossing the road. We ensure that the kerbs at these crossings are suitable for wheelchairs and where they are not, we hire ramps to assist them up and down from the pavement and we make sure that all parts of the common are accessible so that all can enjoy the show.

Rotary in Harpenden run the show assisted by Newman Event Services Ltd, providing additional Marshalls to assist the volunteer marshals that we organise. This includes a number of disabled volunteers that assist us on the day including one in a wheelchair

that is our main money collection steward, on the day he keeps us advised of any relevant access problems that he encounters over the day so that they can be fixed before they become an issue or have protective cones put out that stop people having accidents.

## **Safeguarding**

Rotary In Harpenden has two members who are DBS checked, Liz Jack and Susanne Woods. These are the safeguarding officers for the show. In the event of a safeguarding event, typically a lost child, but generally with a young person or vulnerable adult, the Safeguarding Officer will be informed, the event will be recorded, and appropriate action taken. If any young person under 18 is required to be transported home, they will be accompanied by at least two RIH members.

## **Lost Child Reporting Procedure**

1. The Marshal who is made aware of a lost child must accept immediate responsibility and must inform the Event Manager immediately by phone or radio.
2. The Event Manager will inform the other Lost Children's Officer and alert other marshals who are in the vicinity of the situation.
3. Information about the child will be relayed to RIH Reception and the incident recorded in the Incident Log.
4. The Marshal, and where possible the person finding the child, must remain in a safe place close to the location where the child was found for no less than 5 minutes (own discretion) to allow for immediate recovery by parents/guardians.
5. The Event Manager will ensure that two people are in attendance at all times with the child. Marshals should make their position easily visible to aid parents/guardians in their search for their child.
6. The Safeguarding Officer will report immediately to RIH Reception, this is where the Event Manager is based.
7. If the child is not picked up after 5 minutes, the Marshal, accompanied by the person finding the child, and child will proceed to RIH Reception. A child must be escorted to the Reception by at least two marshals.

8. If necessary, announcements can be made advising of a lost child via loud hailer. If this is necessary, do not give the child's name, only state that a child has been found and advise on where to collect the child.
9. If necessary, the Safeguarding Officer will notify the Police who will continue the search until the child's parent or guardian has been found.
10. The lost child will be handed over to a Safeguarding Officer, who will complete a Lost Child Report Form and take care of the child until collected by the parent/guardian. The parent/guardian will be required to show proof of identity and their signature must be obtained.
11. Once a child has been reunited with their parent/guardian, the appropriate safeguarding officer will complete all documentation before the parent/guardian leaves the RIH Reception.

#### **Advice to Marshals about How to Deal with Parents /Guardians of a Lost Child**

1. If a parent/guardian approaches you about their lost child, act calmly. Contact the Event Manager by telephone or radio.
2. Ask for a detailed description of the child and where and when the child was last seen.
3. Other marshals in the vicinity will be notified immediately by the Event Manager to support a rapid search of the immediate area.
5. In the event of a lost child being reluctant to be handed over to an adult, please request police support.
6. If, for any reason, there is concern that a parent/guardian is not in a fit condition to resume care of the child, the police should be contacted for advice.

#### **Special Measures to protect vulnerable persons**

All RiH Members have previously received the RiH code of conduct, "Protection of Young Persons" (Jan 2023) in relation to children under 18 and vulnerable adults under 25 years of age and they will act in accordance with it. Any non-Rotary volunteers will be advised to refer safeguarding issues to a RiH member who will follow the appropriate procedures

## **Availability of Toilets**

There are over 20 toilets in Harpenden in public houses, shops, restaurants and cafés. These are shown on the Harpenden town centre map and this is posted on signposts around the common. We also have a contract for a chemical toilet block on the Main Common. This is shown on the detailed map of the main common between the trade stands and the charity gazebos. Our chemical toilet block has 14 toilets, each a single cubicle with a sink and a separate disabled toilet, also with a sink. We employ an attendant to keep these portable toilets on the Common clean etc. for the whole day until they are removed some time after 21.00. There are also public toilets outside of Pizza Express on the High Street which are run by Harpenden Town Council. There are one male and two female toilet blocks which and one unisex wheelchair accessible toilet.

We have a gazebo with chairs that is a dedicated rest area for our volunteers. In here there is an ample supply of bottled water provided by Rotary and by Waitrose. Whilst this is specifically for our helpers if a member of the public were to ask, they would be given a bottle, this is the emergency use referred to. Note also that our volunteers can get, free of charge, tea and coffee at any time and lunch is provided by Rotary.

The show is well catered for and the general public are catered for by five large catering trucks, all of them are selling water and other cold and hot drinks, there are also and five ice cream vans also selling water and cold drinks as well as ice creams. Hot drinks and cold drinks can also be purchased from the cricket club where the premium parking is located. People that attend the event do also choose to attend the local pubs where they can also get water.

## **Extreme Heat**

The main factors to consider when carrying out a risk assessment that is located outdoors during in hot weather, either working or just enjoying the show are: temperature, humidity, heat radiation from direct sunlight and air movement the amount of time spent outdoors and the age of our volunteers and the general public.

Our 100+ volunteers are working in shifts throughout the day, the shift is either one or two hours long after which they return to the volunteer gazebo for a rest and a drink. The common is circled by trees, we have money collectors under the trees and many

of the general public use them for picnics. Standing or sitting under the trees is a good place to go to avoid the sun whilst at the show. Volunteers and the general public are advised to:

1. **Stay hydrated.** Bring water to the show and drink plenty of it, about 16 ounces before starting your shift and 5 to 7 ounces every 15 or 20 minutes.
2. **Avoid dehydrating liquids.** Alcohol, coffee, tea and caffeinated soft drinks can hurt more than help.
3. **Wear protective clothing.** A hat and lightweight, light-and loose-fitting clothing helps protect against heat.
4. **Pace yourself.** Slow down and work at an even pace. Know your own limits and ability to work safely in heat.
5. **Schedule frequent breaks.** Take time for rest periods and water breaks in our shaded area under the gazebo.
6. **Use a damp rag.** Wipe your face or put it around your neck.
7. **Avoid getting sunburn.** Use sunscreen and wear a hat.
8. **Be alert to signs of heat-related illness.** Know what to look for and keep an eye open for volunteers that may be displaying these symptoms and so at high risk.

#### **Symptoms to look out for:**

Heat stroke occurs when the body no longer sweats and body temperature reaches dangerous levels. Symptoms of heat stroke include:

- Dry, hot reddish skin and lack of sweating
- High body temperature
- Strong, rapid pulse
- Chills
- Confusion
- Slurred speech

Heat exhaustion is the body's response to the loss of water and salt, typically through sweating. Symptoms of heat exhaustion include:

- Excessive sweating



- Weakness or fatigue
- Dizziness and/or confusion
- Clammy skin
- Muscle cramps
- Flushed complexion

Heat cramps are painful cramps in the body's muscles due to low salt levels and are typically caused by excessive sweating. Symptoms of heat cramps include:

- Muscle pain usually in the abdomen, arm or legs.
- Muscle spasms usually in the abdomen, arm or legs.

Heat Rash is an irritation of the skin caused by excessive sweating. Symptoms of heat rash include:

- Red cluster of pimples or small blisters
- Usually on neck and upper chest, groin area, under the breasts, and in elbow creases.

Should the weather forecast look like it will be extremely hot in the days leading up to the event, the above advise that is being given to volunteers will also be shared with exhibitors and attendees on our website and our social media. We will also ask Harpenden Town Council to share this message on our behalf.

Our first aid providers, Pro Medicus will also be briefed and given a supply of water if the weather is hot weather, and asked to prepare for the increased risk of heat stroke.

## Demonstrations & Protests Risk Assessment

In the event of protesters at Classics on the Common there are a number of things to consider. First of all, where are the protesters. There are two likely entrances to the show, the main entrance opposite The Silver Cup onto Area 1, and the second entrance opposite the Quakers Meeting House onto Area 3. Area 1 is the most likely entry point as the bulk of the vehicles go onto the common via this entrance.

Any situation can be dynamic and fast changing, so any risk assessment should be kept under constant review as the situation develops and as information is gathered from the various agencies on the ground and the Classics team. The Event Manager will be the Police liaison officer.

In the event of any protest action the control point will contact the Police immediately. Their mobile office is opposite the fire station. If public disorder or civil disturbance are expected, the classics team must work with at least two people in a team.

The main threats are as shown below. All are considered Low Risk. In all cases the Police must be the only people to take action. The Classics team must be on hand to assist the police in keeping the public away. The Classics team will be under the control of the event manager.

Description of threats or incidences
Entrance blocked by people chained to the entry posts
Threatening or abusive language
Crushing in crowds or police charges
Objects being thrown e.g., debris, petrol bombs, tear gas etc.
Being hit by police tasers, gas canisters, baton rounds or other weapons deployed
Use of weapons e.g., guns, knives or any suitable available materials
Debris on floor could cause damage to feet or increase risk of slips and trips
Classics vehicles set on fire by protestors causing fire, smoke and explosion risk
Noise and/or smoke can lead to disorientation making communications difficult
Communications fail between the police and Classics control

The Classics volunteers and general public must not get involved with protestors, the Police have a good understanding of hazards, controls and competencies including experience in relation to public disorder and ensuring teams are adequate in number, appropriately trained, selected, briefed and directed.

The Classics organisers and the public must withdraw to a safe area, if faced with direct aggression, if weapons appear or crowd dispersal techniques are used ensure that the public and the Classics team are held back as far as possible and so remaining safe.

Leave questioning to the police, asking contentious questions where tensions are running high is strictly forbidden and ensure good working communications on the ground. The classics radios can be used to maintain contact with the team and the police.

Plan emergency escape routes, rendezvous points and fall-back plans and have this information ready at the control point and make sure that all know where the first aid tent is.

### **Police Presence**

The police maintain an office for the day at the Bull Rd. roundabout. This is shown on all maps of the site.

## NOTES

1. Classics on the Common is an annual gathering of privately owned Classic vehicles, first established in 1994. The event will take place between 11.30 hrs. and dusk on Wednesday July 26th 2023 and will attract up to 1050 classic and other exotic vehicles, and up to 150 classic motor bikes and scooters. There will be between 7,500 and 9,750 spectators at any one time.
2. There is an entry donation of £12 per Classic Car for a standard entry ticket, £17 for an early entry ticket and £8 per motorbike or scooter for a pre-booked entry pass. For spectators' entry is free but they are invited to make a voluntary donation to benefit a number of local, national and international charities at the various entry points to the Common.
3. The event is organised, managed and operated by Rotary in Harpenden with the assistance of others. Newman Event Services Ltd and Event Staff, professional traffic management companies, have again provided detailed help with the planning of road safety measures and they will implement and manage these measures on 26th July 2023. Please refer to "Number of helpers who are not members of Rotary in Harpenden" above.
4. All vehicles attending the event must be roadworthy, taxed and have their own vehicle insurance.
5. There are various insurance policies arranged by RIBI (Rotary International in Great Britain and Ireland). For this event, Rotary in Harpenden holds £20 million of Combined Public and Products Liability insurance, £10 million of Employer's Liability Insurance together with Personal Accident insurance covering all members of Rotary in Harpenden and voluntary helpers as well as Legal Expenses Insurance to protect members in the event of a criminal prosecution arising while acting on behalf of Rotary in Harpenden.
6. Stewards will be fully briefed before the event.
7. All Stewards will wear high visibility tabards when on duty; employees of Event-Staff will provide their own and all other high visibility tabards will be provided by Rotary in Harpenden.
8. A Risk Assessment to manage and control the safety of the participants, the public, Members of Rotary in Harpenden and other volunteers has been completed by Rotary in Harpenden details of which follow.

HAZARD	RISK	MITIGATION MEASURES	ACTION
<p>1 Traffic congestion on public roads</p>	<p>Delays to motorists, public and/or participants</p>	<p>(i)Traffic Management Plan includes: erection of signs in advance warning of traffic delays in Harpenden, closure of Leyton Rd adjacent to Bull Rd roundabout and traffic allowed southbound only along a length of West Common/Leyton Road between entrance to Rothamsted Research and Fire Station, erection of directional signs to assist exhibitors and spectators and the control of traffic at the Bull Rd roundabout.  (ii) At the request of the police, road barriers, together with warning signs for approaching motorists, will again be installed along the centre of a section of the A1081 to reduce the speed of traffic.  (iii)Classic Cars will be parked at two locations on the Common simultaneously to minimise delay of Classic Cars entering from A1081.</p>	<p>Organisers to erect signs in advance, warning of traffic congestion and road closures.  Chapter 8 Certified Traffic Stewards from Newmans Services Ltd., an authorised traffic management company, to erect signs for road closures and diversions and control traffic at Bull Rd roundabout with Traffic Lights. Event Staff will erect and de-rig the road barriers along the A1081 together with associated warning signs to warn motorists of approach to width-reduced areas.  Marshals to minimise delays at entry onto Common by parking cars simultaneously at 2 locations.  Organisers to erect local directional signs to assist exhibitors and spectators.</p>

HAZARD	RISK	MITIGATION MEASURES	ACTION
2	Classic Cars or motorbikes or scooters entering Harpenden Common from A1081	<p>Vehicle collisions and/or with marshals or public.</p> <p>Congestion on A1081</p> <p>(i) Single entry (and exit) point for Cars and motorbikes.</p> <p>(ii) Entry to Common only by southbound traffic. Northbound traffic to approach via Bull Road roundabout. No right turns across A1081 allowed at entrance to common.</p> <p>(iii) Barriers installed down the centre of the A1081 from Bull Rd roundabout to the cricket club to enable the above</p> <p>(ii)</p> <p>(iv) Orange fencing and Cones (as approved by the Police) erected along section of A1081 to prevent unauthorised entry of motorbikes and scooters and to increase control over access of spectators to public highways.</p> <p>(v) Entry only by pre-booked tickets to minimise hold ups at entrance.</p> <p>(vi) Cars parked expeditiously and safely.</p> <p>(vii) Speed Limit of 5mph on Main Common</p>	<p>Chapter 8 Certified Traffic Stewards to control entrants on public highway with Stop/Go boards and traffic lights. Event Staff will install and de-rig crowd control barriers.</p> <p>Marshals will not be allowed to direct traffic on public highways. They will expedite entry of Classic vehicles to Common and park vehicles expeditiously and safely. Marshals aware of Traffic Management Plan.</p> <p>Organisers to erect local directional signs to assist entrants and spectators.</p>
3	Classic Cars or motorbikes or scooters entering the Harpenden Public Halls Common via the	<p>Vehicle collisions and/or with marshals or public.</p> <p>Congestion on</p> <p>(i) Single entry (and exit) point for cars by Quaker Meeting House in Southdown Road. Traffic normally approaches via Bull Road roundabout</p> <p>(ii) Cones erected along Bull Road to prevent unauthorised entry of vehicles</p>	<p>Chapter 8 Certified Traffic Stewards to control traffic and pedestrians on public highway with Traffic lights near Bull Road roundabout. Event Staff will install and de-rig crowd control barriers.</p> <p>Marshals will not be allowed to direct traffic</p>

HAZARD	RISK	MITIGATION MEASURES	ACTION
Bull Road roundabout (or Southdown Road)	Bull Road and Arden Grove.	and also to increase control over access of spectators to public highways. (iii)Entry only by pre-booked tickets to minimise hold ups at entrance. (iv)Vehicles parked expeditiously and safely. (v) Speed Limit of 5mph on Common	on public highways. They will expedite entry of Classic vehicles to Harpenden Public Halls Common and park vehicles expeditiously and safely. Marshals aware of Traffic Management Plan. Organisers to erect local directional signs to assist entrants and spectators.
<b>4</b> Premium Parking for Spectator Cars entering the Park Hall triangle Common via Leyton Road.	Vehicle collisions and/or with marshals or public. Congestion on Leyton Road.	(i)Single entry (and exit) point for cars in Leyton Road. (ii) Cones will be in place along A1081 to prevent unauthorised entry of vehicles and also to increase control over access of spectators to public highways. (iii) Mesh tape fencing along Leyton Road to restrict vehicular access. (iv)Vehicles parked expeditiously and safely. (v) Cars will be parked before money is taken from them. (vi) Speed Limit of 5mph on Common	Event Staff Stewards will also install and de-rig crowd control barriers. Marshals will not be allowed to direct traffic on public highways. They will expedite entry of Spectators vehicles to Park Hall Triangle and park vehicles expeditiously and safely, see Item 8 below. Marshals aware of Traffic Management Plan. Organisers to erect local directional signs to assist spectators.
<b>5</b> Premium Parking for Spectator Cars entering the Cricket Club from the A1081	Vehicle collisions and/or with marshals or public. Congestion on A1081.	(i)Single entry (and exit) point for cars in from A1081. (ii) Mesh tape fencing along the border of the common to ensure only one entry/exit from A1081to the Cricket Club	Organisers will not be allowed to direct traffic on public highways. They will expedite entry of Spectators vehicles to Cricket Club and park vehicles expeditiously and safely, see Item 8 below.

HAZARD	RISK	MITIGATION MEASURES	ACTION
		<p>(iv) Vehicles parked expeditiously and safely.</p> <p>(v) Cars will be parked before money is taken from them.</p> <p>(vi) Speed Limit of 5mph on Cricket Ground</p>	<p>Marshals aware of Traffic Management Plan.</p> <p>There will be 1 member of Rotary in Harpenden and 2 members of the Harpenden Cricket Club organising the parking</p> <p>Organisers to erect local directional signs to assist spectators.</p>
6	<p>Unauthorised parking on and around the Common and Hatching Green</p>	<p>Damage to Common and to Hatching Green.</p> <p>Injury to public.</p> <p>Traffic disruption.</p>	<p>Fencing of Common and Hatching Green with mesh and tape to restrict vehicle access.</p> <p>Council and Organisers to erect mesh and tape barriers.</p> <p>Council to monitor parking on surrounding Common.</p> <p>Organisers to erect the fencing and tape barriers at Hatching Green.</p>
7	<p>Pedestrians crossing roads</p>	<p>Pedestrian injury from impact with vehicles.</p> <p>(i) Traffic flow and speed controlled by introduction of central road barriers along a section of the A1081.</p> <p>(ii) Traffic controlled to facilitate pedestrians crossing roads.</p> <p>(iii) Orange mesh fencing and cones will be erected round parts of the Common to minimize the risk of injury to increase control over access of spectators to public highways and minimize risk to spectators from impact with vehicles.</p>	<p>Motorcycle Police to monitor and control traffic speed at exit from Common.</p> <p>Chapter 8 Certified Traffic Stewards to control traffic in order to facilitate pedestrians crossing the A1081 between the Harpenden Halls Common and Park Hall Triangle, Bull Road, using Traffic lights and at Walkers Road using Stop/Go boards.</p>



8	HAZARD	RISK	MITIGATION MEASURES	ACTION
	Classic Cars and motorbikes and scooters exiting Common onto A1081	Vehicle collisions and/or with marshals or public.	<p>(i) 5mph speed limit within Common. Single exit for cars/motorbikes/scooters.</p> <p>(ii) Vehicles exiting Common to turn left onto A1081 only.</p> <p>(iii) Group ride out by motorbikes/scooters onto A1081 to be managed by Event-Staff, Stewards and Marshals in liaison with Police.</p> <p>(iv) Pedestrians will be unable to cross the A1081 as the vehicle exit and will need to go to the controlled pedestrian crossing.</p> <p>(v) There will be a central barrier on the A1081 that will enforce traffic calming measures.</p> <p>(vi) Cars exiting Common to be in groups of approximately 10 to avoid unnecessary delays and disruption to southbound traffic on A1081.</p>	<p>Organisers to erect 5 mph signs within Common.</p> <p>Newman Event Services Ltd, Chapter 8 Certified Traffic Management Stewards to manage ride out by motorbikes/scooters onto A1081 from Harpenden Common in liaison with police.</p> <p>Marshals to control vehicles exiting Common in liaison with the Traffic Management Stewards. They will also control pedestrians crossing the vehicle exit lane within Common but will not direct traffic on public highway.</p>

HAZARD	RISK	MITIGATION MEASURES	ACTION
9	Public/Spectator car parking on Harpenden Rover's Football Ground	Vehicle collisions and/or with marshals or public.  (i) Vehicles parked in rows to maintain clear access routes. (ii) Entry only via Cravells Road. (iii) Exit of vehicles indicated with right turn towards A1081 to discourage entry into residential area.  (iv) Clear signs to direct pedestrians towards Classics 2023 on Main Common	Marshals aware of Traffic Management Plan. A team of volunteers led by a Rotarian to direct car parking on Harpenden Rover's Football Ground. A Steward to control exiting traffic and discourage them from turning left into residential area. Organisers to erect suitable directional signs
10	Parking of classic cars/motorbikes/scooters on Common	Vehicle collisions and/or with marshals or public.  (i) 5 mph maximum speed limit on Common. (ii) Marshals briefed on safety issues. (iii) Vehicles parked expeditiously and safely in rows and emergency access routes maintained. (iv) Dedicated access lane within Common for motorbikes/scooters travelling to the Baa Lamb area.	Organisers to erect 5 mph speed signs for all movements on Common Marshals to direct vehicles to parking at walking pace. Marshals to direct motorbikes/scooters to dedicated access route. Organisers to erect tape barriers to limit pedestrian entry to motorbike/scooter lane.
11	Cars/motorbikes/scooters colliding with public on Common	Injury to public.  (i) 5 mph max, speed limit on Common. (ii) Vehicles marshalled expeditiously and safely at all times. (iii) Cars parked in rows. Indiscriminate parking not permitted. (iv) One way traffic flow. (v) Single fenced off lane entry and exit for motorbikes.	Organisers to erect 5 mph speed signs for all traffic movement on Common Organisers to advise entrants of safety procedures and need for care when moving on the Common. Marshals to direct vehicle movements at walking pace.

HAZARD	RISK	MITIGATION MEASURES	ACTION
<b>12</b>	Restricted access for Fire, Ambulance and Police vehicles	Delay in attending to emergency incident. (i)Vehicles parked in rows maintaining clear emergency access routes. (ii)Emergency access lane established at right angles to parked cars. (iii)Assistance provided to emergency services and moving public from incident. (iv)Effective communications.	Organisers to brief marshals on action to be taken in the event of an emergency incident and provide two-way radios to Leading Stewards. Police and Marshals to be aware of action to be taken in the event of an emergency incident. Leading Marshals to have and use two-way radios.
<b>13</b>	Reduced speed of ambulance (and other emergency vehicle) travel along A1081	Blue-light vehicles unable to travel along A1081 because of traffic separators in middle of road.  (i)Blue light emergency vehicles need to travel on the wrong side of the A1081 to pass by the large numbers of event and spectator vehicles: Traffic separators will be broken into linked sections to enable blue-light emergency vehicles to overtake through the gaps.	Chapter 8 Certified Traffic Stewards will install the traffic separators with appropriate gaps to allow emergency vehicles to overtake, under their supervision and control, whenever required,
<b>14</b>	Non communication of vital information	Delays in controlling an incident.  (i)Effective communications. (ii)Provision of loud hailer at Control Point. (iii)Leading Marshals to have 2-way radios. (iv)Event Manager at Control Point to coordinate help with Forward Incident Officer.	Organisers to provide loud hailer at Control Point. Leading Marshals to have and use 2-way radios (as Item 11 above).

HAZARD		RISK	MITIGATION MEASURES	ACTION
15	Fire	Damage to vehicles/property.	(i)Provision of fire extinguishers at Control Point. (ii)Clear access ways maintained between rows of parked vehicles. Emergency access lane established between rows of parked cars. (iii)Effective communications.	Organisers to provide fire extinguishers at Control Point Event Manager to notify Emergency Services by dialling 999. Leading Marshals to use 2-way radios. Note: - Harpenden Fire Station within approx. 200m although normal 999 call required to summon emergency services
16	Minor Injury / First Aid response	Delay in providing assistance.	(i)Provision of First Aid facilities on Common. (ii)Effective communications.	Organisers to arrange provision of First Aid facilities from Pro Medicus and will ensure that the First Aid Post is clearly identified on Common. Leading Marshals to use 2-way radios. Pro Medicus to provide First Aid facilities on Common.
17	Wet weather	Short term damage to grass on Common.	(i)Trakmats laid on Areas1+2 as required. (ii)Liaison between Council and Organisers to ensure timely notification of cancellation of event or unavailability of Harpenden Rover's Football Ground for spectator parking. (iii)Alternative spectator parking signs available in event of spectator parking not allowed on Harpenden Rover's Ground.	Council to lay Trakmats along main access route from A1081 and Organisers to lay additional Trakmats on Harpenden Common and Harpenden Rover's Football Ground if weather conditions require such action. Council and Organisers to keep in contact to ensure timely notification of cancellation. Notification of non-availability of the Common and Harpenden Rover's Ground required by 09.30 hrs on the day before the event. Organisers to advise Police of cancellation or change of spectator parking arrangements.

HAZARD		RISK	MITIGATION MEASURES	ACTION
<b>18</b>	Litter	Unightly and unhygienic.  Danger of slip/trip incident (also see 21).	(i)Three rubbish skips to be sited on Harpenden Common. One skip on the Harpenden Arms Triangle (ii)Litter bins to be provided and emptied during event. (iii)Common to be cleared of litter after event.	Organisers to provide three rubbish skips and litter bins and organise clearance of litter from Common during and after the event. Rotary in Harpenden will pay for the skips. Marshals and designated volunteers to remove litter from bins and place in skip during and after event and clear Common after event with final clean up the following morning.
<b>19</b>	Noise	Disturbance to public and/or to neighbours.	(i)Vehicle engines turned off once parked. (ii)Noise from vehicle sound systems monitored and turned down/off as appropriate.	Marshals to monitor noise from vehicle sound systems and arrange turn down/off as appropriate.
<b>20</b>	Buried live electricity cables	Injury or death from striking cable when installing metal stakes to support advertising banners.	(i)Request Harpenden Town Council for details of any electricity cables on Common. (ii)Erect banners clear of any cables.	Organisers to request information from Harpenden Town Council. If required, to also provide marshals erecting banners with plans showing location of cables. We have a map of the electricity cables running down the A1081.
<b>21</b>	Slip/ Trip Incident	Injury to public	(i)Common kept free of debris and condition monitored. No low-level barriers erected. (ii)High visibility tape and plastic fencing to be used where appropriate. First Aid available on Common.	Organisers to ensure all barriers are clearly visible. Marshals and designated volunteers to move litter/debris to skip. Pro Medicus to provide First Aid facilities on Common.

HAZARD	RISK	MITIGATION MEASURES	ACTION
22	Robbery / Theft	Loss of cash / valuables  (i) Authorised Food vendors and all stall holders responsible for the safe keeping of their own cash.  (ii) Inner Wheel responsible for safe-keeping of their own cash. (iii) Money from charity collection buckets regularly transferred to Central Cash Collection Point. (iv) Cash Collection Point in dedicated vehicle continuously manned. (v) Money regularly transferred from Cash Collection Point to boots of the locked cars of Members of Rotary in Harpenden.	Police to advise Organisers if known pick pockets seen on Common.  Organisers to provide suitable strong box at Cash Collection Point Organisers to transfer money into a number of different locked cars adjacent to the Control Point.  Organisers to ensure Cash Collection Point by Control Point is permanently manned. Police to be available at short notice at Control Point
23	Impact with vehicles including cycles and motorcycles	Personal injury	Members of RiH to take care when crossing roads  Warn others of danger and use pedestrian crossings where available

	<b>HAZARD</b>	<b>RISK</b>	<b>MITIGATION MEASURES</b>	<b>ACTION</b>
<b>24</b>	Uneven surfaces, damp grass, garden furniture and gazebos, Equipment including hammers, stakes, netting, and signage	Personal injury caused by tripping and falling	Members of RiH and helpers to be observant	Point out hazards to colleagues and area to be well lit where required.
<b>25</b>	Lifting heavy loads and moving heavy articles	Body injury particularly to back, leg, arm, and foot; damage to load	Members of RiH are aware of their own limitations and the danger when lifting loads from a low level. Members will warn one another of heavy loads and assist one another where necessary.	No single person to lift a weight more than 20kg.
<b>26</b>	Safety of children and vulnerable adults	Inappropriate behaviour or abuse by word of mouth through unsuitable remarks, physical contact, or offence in any other ways	Rotary GB&I are committed to protecting all children and vulnerable adults while under their care. All Rotarians have received RGBI Safeguarding Guidance revised in March 2021 and members of RiH have received the current Rotary in Harpenden – Protection of Young People revised in Jan 2023 and will act in accordance.	All concerns will be reported, without discussion, initially to the Event Manager and subsequently promptly to the Safeguarding Officer, Ridley Whitfield, who will follow the RGBI guidelines for the resolution of the situation

Signed by

Liz Jack, Event and Risk Manager, Rotary in Harpenden \_\_\_\_\_ *Liz Jack* \_\_\_\_\_ Date 18 July, 2023

**Contact telephone and email for principal organiser and officials**

<b>NAME</b>	<b>ORGANISATION</b>	<b>TELEPHONE</b>	<b>E MAIL</b>
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