

# Event Risk Assessment: Ella Street Festival 2026

## Overview

The following document comprises the preliminary risk assessment for the Ella Street Festival 2026. The event is currently in the initial stages of planning and hence this document should not be considered complete or definitive. As and when events are planned, owners will be assigned, the risks reviewed and updated in this document. For those already planned, the risk assessments will be reviewed and updated at least one month in advance of the festival.

## Risk Matrix

The risk factors are calculated using the below risk matrix.

Likelihood	Severity		
	Low	Medium	High
High	Medium	High	Critical
Medium	Low	Medium	High
Low	Low	Low	Medium

## Risk Definitions

To ensure everyone on the Ella Street Planning Committee uses the same standards, these definitions have been made:

### Severity (Impact)

- **Low:** Minor issues requiring basic on-site first aid (e.g., small cuts, light trips).
- **Medium:** Injuries requiring professional medical attention or potential property damage (e.g., deep cuts, burns, or electrical issues).
- **High:** Serious injuries requiring hospital admission or major safety breaches (e.g., vehicle collisions or fire-related emergencies).

### Likelihood (Probability)

- **Low:** Very unlikely to happen; requires a rare combination of circumstances.
- **Medium:** Could happen at some point during the festival day.
- **High:** Highly likely to occur if no control measures are in place.

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### Required Actions based on Result

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- **Low Risk:** Acceptable. Continue with the planned control measures and monitoring by volunteers.
- **Medium Risk:** Action required. Organisers must ensure specific control measures (like cordons or briefings) are strictly followed.
- **High Risk:** Immediate attention. The Planning Committee should review the activity. Additional professional oversight or physical barriers may be needed.
- **Critical Risk:** Unacceptable. The activity must be redesigned or cancelled until the risk can be lowered to at least Medium.

## Risk Assessments

### Planned Activities

Activity: Closure of street			Organiser: Shaun Blagdon		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Vehicular traffic using street	Public Organisers	Medium	Approval obtained from HCC  Notices posted (advance warning)  Suitable approved barriers on street opposite 135 Ella Street  Volunteers in high visibility jacket will be in place at barrier opposite 135.	Shaun Blagdon	
Access for emergency vehicles, carers, and other essential workers	Essential services personnel Public	Medium	Where possible, people under care will be advised and consulted about arrangements.  Volunteers will escort carers on the day for access.  “Emergency Blue Route” assigned down centre of Ella Street with 3.5 metre gap reserved for access	Planning committee  Event volunteers  Planning committee	

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<b>Activity: Bunting/banner</b>			<b>Organiser: Shaun Blagdin</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Risks arising from installation process. (work above head height)	Installers	Low	Appropriate access equipment to be used (e.g. ladders)  People work in pairs to provide support (e.g. foot ladders)	Event volunteers	
Risks arising from banners/bunting in situ	Public	Low	Banners secured properly above head height.  Banners to be removed or resecured if they become a hazard.	Event volunteers	

<b>Activity: Cinema</b>			<b>Organiser: Victoria Bissett</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Screen falling	Public	Low	Secure screen	Installers (house owners)	
Trips from wires	Public	Low	Cover and secure cables	Installers (house owners)	
Excessive noise	Public	Low	Monitor sound levels and lower if necessary	Victoria Bissett	

<b>Activity: Lawn</b>			<b>Organiser: Chris Snell</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Trip hazard	Public	Low	Ensure lawn is laid as flat as possible.	Event volunteers	

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Activity: Live Music			Organiser: Live Music Event organiser		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Cables – trip hazard	Public	Low	Cover/secure cables	Live Music Event organiser	
Excessive noise	Public	Low	Monitor sound levels and lower if necessary	Live Music Event organiser	
Electrical equipment in wet weather	Performers/stage staff	Medium	Stage under cover	Live Music Event organiser	

Activity: Ellympics			Organiser: Chris Snell		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Trips and falls	Participants	Medium	Safety briefing, remove debris from road.	Event volunteers	
			Professional First Aiders available	First Aid company	
Collision	Spectators	Medium	Keep space clear	Event volunteers	

Activity: Beach			Organiser: Chris Snell		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Sand in eyes	Public	Low	Washed sand, adult supervision.	Event volunteers	

Activity: Evening Meal			Organiser: Ella Street Planning Committee		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Hot surfaces	Chefs/ Participants	Medium	Cordoned cooking area	Event volunteers	
Food poisoning	Participants	Low	Professional chef in charge	Chef	

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<b>Activity: Colour Fight</b>			<b>Organiser: Chris Snell</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Paint in eyes	Participants	Medium	Supply eye protection	Planning Committee	
Ingest paint	Participants	Low	Supply masks/nontoxic/non allergenic paint mix	Planning Committee	

<b>Activity: Street stalls</b>			<b>Organiser: Event planning committee</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Obstructing thoroughfares, restrictions in access	Public and people with restricted mobility	Low	Stall locations planned in consultation with community  Named person to supervise precise stall location	H&S Volunteer	
Electrical hazards where power is supplied	Public Stall holders	Medium	Where a stall requires electrical power, the stall holder will ensure any cables to be covered and secured	Stall Holder	

<b>Activity Tug of War</b>			<b>Organiser: Ella Street Organising Committee</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Minor falls, scrapes	Participants	Low	Event supervised and First Aiders on site	First Aid Company	

<b>Activity Food Stalls</b>			<b>Organiser: Ella Street Organising Committee</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Food poisoning	Participants	Low	All vendors are professional vendors	Vendors	
Hot surfaces	Chef, participants	Low	Cordoned cooking area	Vendors	

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Activity Gazebos			Organiser: Ella Street Organising Committee, Stall Holders		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Structures collapsing or flying away in high wind	Participants	Medium	All structures weighted/pegged down (minimum 15kg per leg).  No structures erected if wind speeds exceed 25mph.	Vendors, Ella Street Volunteers	

Activity Crowd Management			Organiser: Ella Street Organising Committee, First Aid company		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Lost Children	Lost Children	Low/ Medium	Dedicated "Lost Child Point" at First Aid point  Lost children kept in pairs by vetted volunteers until parent found.	First Aid company, Ella Street Volunteers	

### Provisional Activities

These activities are not currently planned to happen and therefore this sections act as a template if ESRA decides to host the activity.

Activity Generators			Organiser: Not currently planned. Ella Street Organising Committee, Stall Holders		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Fire / Explosion	Participants	Low / Medium	Generators fenced off from public.  Suitable fire extinguisher (Dry Powder/CO2) next to generator  Refueling only when cold and engine off.	First Aid company, Stall Holders	

Activity Football			Organiser: Event Not Planned Currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Minor falls, scrapes	Participants	Low	Event supervised and First Aiders on site	First Aid Company	

Activity Cardboard Caving			Organiser: Event Not Planned Currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Children lost / panicking in "cave"	Participants	Low	Supervision. Child can easily be extracted from "cave"	Scout leader	

Activity: Climbing Wall			Organiser: Event Not Planned Currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Physical harm (falls etc)	Public	Medium	Activity is supervised full time  Fall arresters attached to participants	Scout Leaders	

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Activity: Silent Disco			Organiser: Event not planned currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Physical harm (e.g. bumping)	Public public	Low	Oversight by organisers	Event stewards	

Activity: Cafe			Organiser: Event not planned currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Hot drink spills causing burns / scalds	Public and Ella Street Volunteers running the event	Low	Hot water flask to be kept far away from children / public.  Hot water flask to be used by staff of cafes.  Steady tables in safe area		

Activity: Mini-Golf			Organiser: Event not planned currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Balls being used as missiles	Public and resident property	Low	Use safe (light) balls. PCSO on hand to deal with misbehaviour	Organiser, PCSO	
Nails sticking out of equipment, splinters, trip hazards	Participants	Low	Check equipment beforehand	Organiser	



<b>Activity: Wood Workshop</b>			<b>Organiser: Event not planned currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Splinters from wood	Organiser / Participants	Low	First Aider on hand	First-aid company contracted	
Tools causing injury / Misuse of tools	Participants	Medium	Workshop to be in a separate area away from public and supervised by an experienced workshop leader.  Keep area as clear of possible	Workshop Leader	

<b>Activity: Glass Painting</b>			<b>Organiser: Event not planned currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Toxic paints, if drunk	Participants	Medium	No under eights. Supervision always		
Smashed glass on floor	Participants	Medium	Children over eight to be always supervised. Any smashed glass to be cleared up immediately	Glass Painter	

<b>Activity: Graffiti</b>			<b>Organiser: Event Not Planned Currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Respiratory problems caused by paint	Participants	Medium	Open air, supplied with masks		
Paint in eyes	Participants	Medium	Safety briefing before use, eye protection available		
Trips on cans	Participants/spectators	Low	Cans to be stored in specific place, not left around		
Working at height	Participants	Medium	Safety briefing, ensure equipment is safe, supervise safe use of ladders.		

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<b>Activity: Bee Craft Activity</b>			<b>Organiser: Event Not Planned Currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Allergic reaction/ingestion of paint	Participants	Low	Nontoxic paint, ask participants if allergic		

<b>Activity: Bread Making</b>			<b>Organiser: Event Not Planned Currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Hot surfaces	Chefs / Participants	Medium	Cordoned cooking area		
Food poisoning	Participants	Medium	Professional chef in charge		

<b>Activity: Den Building</b>			<b>Organiser: Not currently planned</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Materials used as weapons	Public	Low	Supervision	Scout leader	
Tools/ sharps	Participants	Medium	Supervision / oversight of tool use	Scout leader	

<b>Activity: Treasure Hunt</b>			<b>Organiser: Event Not Planned Currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Hazards in gardens – sharp/spiky	Participants	Low	Place items in safe places		

<b>Activity: Children's Corner</b>			<b>Organiser: Event Not Planned Currently</b>		
<b>Hazard</b>	<b>Persons at risk</b>	<b>Risk Factor</b>	<b>Control measures</b>	<b>Action to be taken by</b>	<b>Signature/date</b>
Objects used as missiles	Participants	Low	Supervision	Event volunteers, PCSO	
Undesirable contact with children	Participants	Low	Supervision	Event volunteers	

Activity: Face Painting			Organiser: Event Not Planned Currently		
Hazard	Persons at risk	Risk Factor	Control measures	Action to be taken by	Signature/date
Allergic reaction	Participants	Low	Ask child and parents if allergic, have wipes available if reactive.	Face Painter	
			Professional First Aid on hand	First Aid Company	