



chice
 Chichester @ Christmas
 Ice Rink & Public Food and Beverage Installation
 s3k limited

Food Production

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priony park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		

risk assessment information		cross check	
risk assessment identification:	chice.ra.005	name:	christopher salmon / see limited
risk assessment reference:	Food Production	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Food Production	Poor food hygiene	Guests	Low	All catering to be provided by competent contractors	Low	Monitor	RP
		Guests	Low	Checks to provide minimum food hygiene standards are certificated and RAMS completed prior to event	Low	Check	RP
		Guests	Low	Food outlets to be fitted with handwashing facilities, non-slip and non-absorbent food covering and sufficient lighting	Low	Check	RP
		Guests	Low	Any potential cases of food poisoning to be investigated	Low	Monitor	RP
	Fire Risks	Staff / Guests	Low	Waste to be managed efficiently on site	Low	Monitor	RP
		Staff / Guests	Low	Sufficient power supply to be provided to prevent overload	Low	Monitor	RP
	Scalding from hot drinks / food - service	Staff	Medium	Only experienced, trained and briefed staff to perform service and in accordance with method statements	Low	Monitor	RP
	Scalding from hot drinks / food - consumptions	Guests	Medium	Hot drinks / food only to be supplied in receptacles which are fit for purpose	Low	Monitor	RP
	Hyper-allergic reaction e.g. nuts	Guests	Medium	Appropriate notification to be provided on foods which may cause a reaction	Low	Monitor	RP
	Explosion (Use of LPG)	S,P,C	Medium	All gas bottles stored in approved cages	Low	Monitor	RP
Risk assessment serial number							chice.ra.005



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Children / Vulnerable people

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -05.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identification:	chice.ra.006	name:	christopher salmon / see limited
risk assessment reference:	Children/Vulnerable Persons	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Lost Child Lost person deemed vulnerable (due to physical or mental illness, temporary impairment or heightened emotions)	Harm due to isolation, accident or malicious intent	Guests	Medium	All event staff briefed to inform event control of any report of missing child or vulnerable person	Low	Brief	EW
		Guests	Medium	Event control to prioritise incident, informing Police if any specific concerns	Low	Monitor	EW
		Guests	Medium	Event control to initiate search for lost persons, utilising stewarding and security staff and utilising P.A messages if required	Low	Monitor	EW

risk assessment serial number
 chice.ra.006



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Mobility

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	pryor park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28/11/18 -06.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identification:	chice.ra.007	name:	christopher salmon / see limited
risk assessment reference:	Restricted Mobility	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

risk	hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Harm caused to guests with restricted mobility	Physical harm due to falls	Guests	Medium	Where applicable trackway and matting will be utilised to provide safe route on to site	Low	Monitor	EW
		Guests	Medium	Disabled / restricted mobility access routes to be identified and relevant adaptation, signage, lighting and stewarding to be implemented as required	Low	Assess	EW
		Guests	Medium	Stewards / security staff / managers to continuously monitor areas of work and inform event control of any issues	Low	Monitor	EW
		Guests	Medium	Report of slips / trips / falls and near misses	Low	Monitor	EW
		Guests	Medium	Medical staff on hand to respond and minimise impact of any injury or distress sustained	Low	Monitor	EW
		Guests	Medium	Site safety officer to monitor site from beginning of build to end of extraction and ensure identified risks mitigated to acceptable level - actions recorded	Low	Assess	EW
		Guests	Medium	Pre event checks to be conducted and recorded by nominated competent person. Entry to site to be authorised only after checks have been completed and required actions completed	Low	Assess	EW
		Guests	Medium	Disabled / restricted mobility viewing area to be provided to minimise risk of harm in performance areas	Low	Check	EW
		Guests	Medium	Disabled / restricted mobility viewing area to be stewarded to ensure safe enjoyment of guests	Low	Monitor	EW
risk assessment serial number:							chice.ra.007



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Major Incident

general information		validation	
event organizer:	s3k limited	name:	edward white / s3k limited
event venue:	priory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identification:	chicera.008	name:	christopher salmon / see limited
risk assessment reference:	Major Incident	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Major Incident on site	Failure to respond promptly and effectively to variety of major incidents which could harm people	Staff / Guests	Medium	Safety Advisory Group process followed	Low	Plan	EW
		Staff / Guests	Medium	Event management plan prepared and briefed	Low	Plan	EW
		Staff / Guests	Medium	Event contingency plans prepared	Low	Plan	EW
		Staff / Guests	Medium	Event Management Plan and Event Contingency plans briefed to all stewarding security and medical staff	Low	Brief	EW
		Staff / Guests	Medium	Event control will co-ordinate major incident plan / contingency plan activation and management	Low	Monitor	EW
		Staff / Guests	Medium	Competent Safety Officer deployed on site throughout event	Low	Monitor	EW
risk assessment serial number							chicera.008



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Crowd Management

general information
 event organiser: s3k limited
 event venue: priory park, chichester, west sussex
 land owner: chichester district council
 event name: chice
 event date: 28.11.18 -06.01.19
 estimated daily audience: 2,000

validation
 name: Edward White / s3k limited
 position: director
 date: 04/10/2018
 signature: [Redacted]

risk assessment information
 risk assessment identification: chice.ra.009
 risk assessment reference: Crowd Control
 date of origin: 04/10/2018
 date of review: 31/03/2019
 assessment carried out by: SEE Limited
 assessment reviewed by: S3K Limited

cross check
 name: christopher salmon / see limited
 position: director
 date: 04/10/2018
 signature: [Redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Crowd Management	Overloading of whole site Overloading of part of site	Staff / Guests	Medium	Event Capacity Calculated, restricted guest list to capacity, event management plan in place	Low	Monitor	EW
		Staff / Guests	Medium	Contingency plan in place for overcrowding - Monitor, restrict access, communicate disspate	Low	Plan	EW
		Staff / Guests	Medium	Active monitoring of crowd density on site by competent safety officer	Low	Monitor	EW
		Staff / Guests	Medium	Event Capacity Calculated, restricted guest list to capacity, event management plan in place	Low	Monitor	EW
		Staff / Guests	Medium	Active monitoring of crowd density in risk areas by competent safety officer	Low	Monitor	EW
		Staff / Guests	Medium	Competent stewarding contractor on site, able to monitor crowd and close areas accordingly	Low	Monitor	EW
		Staff / Guests	Medium	Contingency plan in place for overcrowding - Monitor, restrict access, communicate disspate	Low	Plan	EW
		Staff / Guests	Medium	Staff briefed to monitor crowds and communicate any overcrowding concerns to event control	Low	Brief	EW
		Staff / Guests	Medium	SIA 'door supervisor' staff to monitor and manage behaviour, Priority given to reducing conflict	Low	monitor	EW

risk assessment serial number: chice.ra.009



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Medical

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chiche	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		

risk assessment information		cross check	
risk assessment identification:	chice.ra.010	name:	christopher salmon / see limited
risk assessment reference:	Medical Response	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Medic numbers	Diminished Capability	Staff / Guests	Medium	Medic provision calculated in accordance with the HSE endorsed 'Purple' Guide	LOW	Plan	EW
Insufficient Number of Medics Attend	Diminished Capability	Staff / Guests	Medium	Medical plan prepared and provided to the Safety Advisory Group	LOW	Plan	EW
Overload of Medical Provision	Diminished Capability	Staff / Guests	Medium	A competent and reliable contractor who is known to the event organiser has been employed	LOW	Plan	EW
		Staff / Guests	Medium	Available first qualified staff redeployed from other functions	LOW	Monitor	EW
		Staff / Guests	Medium	Contingency Plan contained within medical plan	LOW	Plan	EW
		Staff / Guests	Medium	Available first qualified staff redeployed from other functions	LOW	Monitor	EW
		Staff / Guests	Medium	Local NHS medical provider to be alerted prior to dangerous level of overload being reached	LOW	Monitor	EW
Medical Facilities	Provision of competent medical service	Staff / Guests	Medium	Medical facilities will be provided in accordance with HSE endorsed 'Purple' Guide	LOW	Monitor	EW
		Staff / Guests	Medium	Medical facilities will be recorded in the medical plan for the scrutiny of the Safety Advisory Group	LOW	Monitor	EW

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Staff

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		

risk assessment information		cross check	
risk assessment identification:	chice.ra.012	name:	christopher salmon / see limited
risk assessment reference:	Event Team	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Staff running the event	Orientation	Staff	Low	Operations Team are briefed by the Event Safety Officer each morning	Low	monitor	EW
	Communications	Staff	Medium	Event Team issued with radio communications and mobile phone communications	Low	monitor	EW
	First Aid	Staff	Low	Medical provision in accordance with medical plan	Low	monitor	EW
	Poor Working Practices	Staff	Low	Site Safety Officer to monitor and challenge working practices Challenge of poor practice encouraged during daily briefing	Low	Monitor	EW
	Welfare	Staff	Medium	Staff to take regular breaks in accordance with rotas Staff to be provided with uniform and equipment appropriate to role and weather conditions	Low	Plan	EW

risk assessment serial number	
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Contractors

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		

risk assessment information

risk assessment identification:	chice.ra.013	name:	christopher salmon / see limited
risk assessment reference:	Contractors	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk		risk level	precautions / controls	residual risk		owner
		Staff / Guests	Staff / Guests			Low	action	
Contractors	Poor work practices	Staff / Guests	Staff / Guests	Medium	Compliance sheet issued to contractors working on site	Low	Plan	EW
	Shortcuts	Staff / Guests	Staff / Guests	Medium	Site safety officer to monitor and challenge poor practice	Low	Monitor	EW
	Competency	Staff / Guests	Staff / Guests	Medium	Competent contractors known to event organisers employed on site All contractors are required to provide method statements, RA's etc pre event Non compliance with RAMS to be challenged and recorded	Low	Monitor	EW
	Working During Event Open	Staff / Guests	Staff / Guests	High	During the event open times, contractors are only allowed to do remedial work to make their structure / provision "safe". All such works to be actively monitored by competent site safety officer	Low	Monitor	EW



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Electrical Supply

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	priddy park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chiche	signature:	[Redacted]
event date:	28.11.18 -06.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identification:	chiche ra 014	name:	christopher salmon / see limited
risk assessment reference:	Electrical Supplies	position:	director
date of origin:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Electrical Installations, Equipment and inspection	Non-Compliant Systems and Equipment	All	High	All electrical installation and equipment should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers 'Regulation for Electrical Installations' and other relevant guidance. Regard will be paid to HSE Guidance Note GS50: 'Electrical Safety for Places of Entertainment' and BS7909 'Code of Practice for temporary electrical systems for entertainment and related purposes'.	Low	Monitor	EW
	Faulty or poor quality installation (resulting in possible electrocution)	All	Medium	Contracted Electrical Engineers will install the main electrical supplies and check installations prior to going live.	Low	Monitor	EW
	Defective Equipment/Cables	All	Medium	Contracted Electrical Engineers to monitor generators and portable power equipment brought on site by contractors, and report suspected defective equipment to Event Control for testing, repair or replacement. Competent site safety officer to monitor installation and usage for obvious signs of poor practice or risk.	Low	Monitor	EW
	Cable Management	All	Medium	Cables laid and covered in a manner so as to not cause a trip hazard	Low	Monitor	EW
	Competency	S.P.C	Medium	Manage and contractors are responsible for ensuring that their contractors / sub-contractors use appropriate equipment.	Low	Monitor	EW

risk assessment serial number
chiche ra 014



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Overhead Power

general information
 event organiser: s3k limited
 event venue: priory park, chichester, west sussex
 land owner: chichester district council
 event name: chice
 event date: 28.11.18 -06.01.19
 estimated daily audience: 2,000

risk assessment information
 risk assessment identification: chice.ra.016
 risk assessment reference: Overhead Power Supplies
 date of origin: 04/10/2018
 date of review: 31/03/2019
 assessment carried out by: SEE Limited
 assessment reviewed by: S3K Limited

Risk
 Hazard
 Electrocutation
 Overhead Power Supplies

validation
 name: edward white / s3k limited
 position: director
 date: 04/10/2018
 signature: [redacted]

cross check
 name: christopher salmon / see limited
 position: director
 date: 04/10/2018
 signature: [redacted]

those at risk
 All
risk level
 Medium
precautions / controls
 All contractors, are to be made aware of all overhead power supplies
 All staff are to be made aware of overhead power supplies and that they should warn the public against using flagpoles/kites etc

residual risk
 Low
 Low
action
 monitor /brief
 monitor/ brief
 owner
 EW
 EW

risk assessment serial number
 chice.ra.016



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 Ice Risk & Public Food and Beverage Installation
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Lighting

general information	
event organiser:	s3k limited
event venue:	prory park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	28.11.18 -06.01.19
estimated daily audience:	2,000

validation	
name:	edward white / s3k limited
position:	director
date:	04/10/2018
signature:	[Redacted]

risk assessment information	
risk assessment identification:	chice.ra.017
risk assessment reference:	Lighting
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3K Limited

cross check	
name:	christopher salmon / see limited
position:	director
date:	04/10/2018
signature:	[Redacted]

task	hazard identification	those at risk	risk level	precautions / controls	residual risk	action	owner
Lighting	Slips, trips, falls	All	Medium	The event occurs during winter time, with no more than 9 hours of daylight on average	Low	Monitor	EW
		All	Medium	Undercover function areas to be lit during hours of darkness	Low	Monitor	EW
		All	Medium	Routes to ProryPark Road areas to be lit	Low	Monitor	EW
		All	Medium	Personal working through the night have high viz PPE and LED headlamps or torches	Low	Monitor	EW
		All	Medium	Competent safety officer to monitor lighting provision on site and initiate provision of further lighting as required	Low	Monitor	EW

risk assessment serial number	
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Noise

general information	
event organiser:	s3k limited
event venue:	priory park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	28.11.18 -05.01.19
estimated daily audience:	2,000
risk assessment information	
risk assessment identification:	chice.ra.018
risk assessment reference:	Noise
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3K Limited

validation	
name:	edward white / s3k limited
position:	director
date:	04/10/2018
signature:	[Redacted]

cross check	
name:	christopher salmon / see limited
position:	director
date:	04/10/2018
signature:	[Redacted]

task	hazard identification	those at risk	risk level	precautions / controls	residual risk	action	owner
Noise	Noise Induced Hearing Loss (NIHL), tinnitus and other hearing problems.	Staff	Medium	PPE to be provided to staff working in high risk areas such as near to speakers	Low	Monitor	EW
		Staff	Medium	Staff to be briefed to use PPE and to report any suffering caused by working in high risk areas	Low	Monitor	EW
		Staff	Medium	Staff to be rotated in high risk areas	Low	Monitor	EW



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Waste Disposal									
general information		s3k limited		validation		edward white / s3k limited		owner	
event organiser:	priority park, chichester, west sussex	position:	director	name:	christopher salmon / see limited	residual risk	action	EW	
event venue:	chichester district council	date:	04/10/2018	position:	director	Low	Monitor		
land owner:	chice	signature:	[Redacted]	date:	04/10/2018	Low	Monitor		
event name:	chice			signature:	[Redacted]				
event date:	28.11.18 -06.01.19			cross check					
estimated daily audience:	2,000								
risk assessment information									
risk assessment identification:	chice.ra.019								
risk assessment reference:	Waste Disposal								
date of origin:	04/10/2018								
date of review:	31/03/2019								
assessment carried out by:	SEE Limited								
assessment reviewed by:	S3K Limited								
Risk		Hazard		those at risk		risk level		precautions / controls	
Toilets & Waste Disposal	Inadequate provision	Guests	Low	A sufficient number of toilet units will be provided on site for the number of visitors expected.		Low	Monitor	EW	
	Hygiene (risk of pests, disease and ill health)	Guests	Low	Regular checks are made by the Events Team and onsite cleaning contractors to ensure cleanliness is maintained.		Low	Monitor	EW	
								risk assessment serial number	
								chice.ra.019	



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Vehicles

general information	
event organiser:	s3k limited
event venue:	priory park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	28.11.18 -06.01.19
estimated daily audience:	2,000

validation	
name:	edward white / s3k limited
position:	director
date:	04/10/2018
signature:	[Redacted]

risk assessment information	
risk assessment identification:	chice.ra.019
risk assessment reference:	Vehicles / Traffic
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3k Limited

cross check	
name:	christopher salmon / see limited
position:	director
date:	04/10/2018
signature:	[Redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Vehicle and Pedestrian Access & Egress to Site	Injuries from colliding with moving vehicles, damage/theft from/to vehicles	All	Medium	Designated traffic routes planned for site	Low	Plan	EW
		All	Medium	Designated traffic routes to be monitored by event staff	Low	Monitor	EW
		All	Medium	Adequate parking provision planned for off site at North Street Festival Car Park	Low	Plan	EW
Contractor Vehicles	Collision with guests / staff	Staff / Guests	Low	Contractor vehicle movement excluded on site during 'event open' times	Low	Brief	EW
		Staff / Guests	Low	Urgent movement of vehicles only when authorised by event control and deployed with a 'banksman'	Low	Brief / Monitor	EW
risk assessment serial number							chice.ra.019



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Forklifts / Telehandlers

general information		validation	
event organiser:	s3k limited	name:	edward white / s3k limited
event venue:	prory park, chichester, west sussex	position:	director
land owner:	chichester district council	date:	04/10/2018
event name:	chice	signature:	[Redacted]
event date:	28.11.18 -05.01.19		
estimated daily audience:	2,000		
risk assessment information		cross check	
risk assessment identifier:	chice.ra.021	name:	christopher salmon / see limited
risk assessment reference:	Forklifts And Telehandlers	position:	director
date of origi:	04/10/2018	date:	04/10/2018
date of review:	31/03/2019	signature:	[Redacted]
assessment carried out by:	SEE Limited		
assessment reviewed by:	S3K Limited		

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Use of forklifts and telehandlers (CONSTRUCTION ONLY)	Lack of competence	Staff / Contractors	Medium	Only qualified personnel are permitted to use heavy plant. Licenses can be checked at any time if is deemed to be necessary	Low	Monitor	EW
	Unauthorised use of plant	Staff / Contractors	Medium	Only qualified personnel are permitted to use heavy plant. Licenses can be checked at any time if is deemed to be necessary	Low	Monitor	EW
	Crush injury	Staff / Contractors	Medium	Operator to be vigilant at all times Warning beacons to be used at all times Warning beepers for reversing operations Four wheel drive systems to be used during inclement weather	Low	Monitor	EW
	Mechanical overload	Staff / Contractors	Medium	Plant to be used in accordance with the manufacturers recommendations Contemporary plant to be fitted with load monitors All plant to receive a daily inspection and toolbox service by the appointed operator	Low	Monitor	EW



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Temporary Structures

general information	
event organiser:	s3k limited
event venue:	priority park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	28/11/18 -05.01/19
estimated daily audience:	2,000

validation	
name:	edward white / s3k limited
position:	director
date:	04/10/2018
signature:	[Redacted]

risk assessment information	
risk assessment identification:	chice-ra-023
risk assessment reference:	Temporary Structures
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3K Limited

cross check	
name:	christopher salmon / see limited
position:	director
date:	04/10/2018
signature:	[Redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Installation	Non-Compliant Systems and Equipment	All	High	All installations must be in accordance with design and manufacturers guidance. Installation must be managed and co-ordination in compliance with the Construction, Design and Management (2015) regulations and the Health and Safety at Work Act	Low	Monitor	EW
	Faulty and/or Sub-Standard Installation (resulting in possible injury)	All	Medium	Contractors will ensure appropriate sign off of works and installation prior to guest access to site. All such sign offs to be recorded and provided to DESO for scrutiny	Low	Monitor	EW
	Defective Equipment/Cables	All	Medium	Contracted Electrical Engineers to monitor generators and portable power equipment brought on site by contractors, and report suspected defective equipment to Event Control for testing, repair or replacement. Competent site safety officer to monitor installation and usage for obvious signs of poor practice or risk	Low	Monitor	EW
	Site management	All	Medium	Structures installed so as to minimise potential slips trips and falls	Low	Monitor	EW
	Competency	S.P.C.	Medium	Event managers and Contractors are responsible for ensuring that their contractors / sub-contractors use appropriate equipment and working practices	Low	Monitor	EW

chice
Chichester @Christmas
Ice Rick & Public Food and Beverage Installation
s3k limited



Fire / Ice Rick

general information	
event organiser:	s3k limited
event venue:	priority park, chichester, west sussex
land owner:	chichester district council
event name:	chice
event date:	25.11.18 06.01.19
estimated daily audience:	2,000

validation	
name:	edward whites / s3k limited
position:	director
date:	04/09/2018
signature:	[Redacted]

risk assessment information	
ice assessment identification:	chice ra 024
risk assessment reference:	Fire - Ice Rick
date of origin:	04/10/2018
date of review:	31/03/2019
assessment carried out by:	SEE Limited
assessment reviewed by:	S3K Limited

cross check	
name:	christopher simon / see limited
position:	director
date:	04/09/2018
signature:	[Redacted]

Risk	Hazard	those at risk	risk level	precautions / controls	residual risk	action	owner
Fire	Raising the Alarm	Staff, Public	Low	All fire points are fitted with wind up alarms, CCTV installed and linked to the control room for monitoring. A small venue with lots of vigilant staff	Low	Monitor	Chice
	Fire Pits	Staff, Public	Low	Fire pits will be pinned to the ground. Grills may be fitted over the top. Dedicated stewards will tender the fire pits. Low level fencing and warning signage erected.	Medium	Monitor	Chice
	Blocked Exits	Staff, Public	Low	All fire points and evacuation routes will be checked on a daily basis by the DESO.	Low	Monitor	Chice
	Inadequate Lighting	Staff, Public	Low	Emergency lighting has been fitted to the Ice Rick and mobile lighting towers are available on standby. The electrical system is designed with headroom and separate supply provision so that lighting is always available.	Low	Monitor	Chice
	Ground Conditions	Staff, Public	Low	WST&R will have access to the venue around the hard surface pathways.	Low	Monitor	Chice
	Signage	Staff, Public	Low	Fire exits signs will be installed to the main structures.	Low	Monitor	Chice
	Training	Staff, Public	Low	All staff will be trained and briefed on the evacuation procedures. Training will be recorded and logged.	Low	Monitor	Chice
	Means of Escape	Staff, Public	Low	All structures will provide a means of escape in accordance with the Building Regulations Code.	Low	Monitor	Chice
	Smoking	Staff, Public	Low	A no smoking policy will be implemented in line with the Smoking Act 2007.	Low	Monitor	Chice
	Electrical	Staff, Public	Low	All installations carried out by recognised and proficient industry experts.	Low	Monitor	Chice
	Temporary Structures	Staff, Public	Low	The manufacture of all temporary structures are to per the guidelines set out on the MUTA & TESA recommendations.	Low	Monitor	Chice
	Proximity	N/A	Low	WST&R Chichester HQ is 250m from the venue.	Low	Monitor	Chice

risk assessment serial number
chice ra 024



DAILY OPENING CHECKLIST

Chichester @ Christmas
Ice Rink and Food & Beverage Installation
Priory Park

28.10.18 – 06.01.19



Daily Check List			Date	Comments for Proceeding Day
Inspection Reference	Present	Radio Check	Comments	
Staffing				
Duty Safety Officer				
Duty Operations Manager				
Duty First Aid Responder				
Duty Box Office				
Duty Bar Manager				
Skating Stewards				
Duty Security Officer				
Duty Cleaning Attendance				
Infrastructure Visual Inspection				
Power				
Emergency Lighting				
Water				
Welfare / WC's				
Waste				
Safety Barrier Check				
Ice Condition Check				
Temporary Structures				
Decking				
Firepits				
Fire Fighting Media				
Furniture				
Set Dressing				
				55



Noise Management

Chichester @ Christmas

Ice Rink and Food & Beverage Installation

Priory Park

28.10.18 – 06.01.19

Background

As operators we acknowledge that we have a primary responsibility to ensure that the premises do not generate excessive noise disturbance.

The purpose of this Noise Management Plan is to detail the procedures we aim to adopt to ensure, as far as possible, the minimisation of disturbance to local residents by activities in and around the event.

A balance of needs is to be achieved by ensuring social activity is not marred whilst controlling potential adverse noise effects.

Our aim is to adopt the best practicable options to ensure that the conditions of the Premises License (2003) are met.

The plan has been developed with assistance from the local Environmental Health Officer comments received to-date and is designed to prevent public nuisance and meet the licensing objectives under the Licensing Act 2003.

With the Noise Management Plan, we have the following in place:

- Robust policies and procedures applied to the Event
- Fixed and mobile sound limiting and monitoring equipment.
- Training procedures for managers and other staff associated with the Event
- An on-going review process
- A detailed complaints monitoring system via 24/7 dedicated Telephone and email

'The management, review process and complaints handling will be encapsulated into existing operational management systems for the Event.

- Reference Documentation
- Premises Licence – 'Premises Advert'
- Noise Report – 'J2571 - Ice skating rink - Priory Park Chichester'
- Event Management Plan - CHICERA.01

Definitions

'The Event - CHICE, Priory Park, Chichester – 'Temporary Ice Skating facility with associated infrastructure along with Stalls and Food & Beverage offerings.

Night Time - the hours of 23:00 to 07:00 (in accordance with current guidance and legislation)

Late Night Events – occasions when the licensed facilities are open after 23:00

'The Premises - the red-lined area highlighted on the site layout

Customers – any users of the licensed premises (to include members of the public, staff and their bona fide guests and persons attending the Event.

EHO – Environmental Health Officer

SIA Security Contractor - All security supervisors, by definition, required to carry an SIA license when working.

Objectives

- Minimise the impact to Customers and local residents
- Satisfy the Licensing Authority
- Identify of the range of potential noise sources relating to the premises and the acceptable levels of noise arising from all specified events
- Detail the list of steps taken to manage noise pollution
- Define the programme of noise measurement to check that compliance has been achieved through monitoring and testing
- Detail the Complaints Procedure

Implementation

- Identify suitable criteria for the control of music and dispersal noise impact from the Event.
- Recommend that all amplified music played at the Event is brought under the control of sound limiter equipment and mobile monitoring equipment.
- Measure of noise levels at the perimeter of the site.
- Set threshold levels of music noise with the EPD at which the entertainment noise limiters cut-off the power supply to any amplification system in use. The sound levels for the entertainment areas will be set in conjunction with the EHO and readings obtained in a test environment.
- All managers will be made aware of the limiters and the levels set.
- All external entertainment suppliers will be made aware of the sound limiters within the Event.
- Fixed points will be allocated to enable the Duty Manager to take readings at the event both internally and externally, as agreed with the EHO.
- Readings will be taken as spot checks and documented.
- We will not have deliveries to site before 7.00am or after 5.00pm, during the operational period, so as to reduce impact of noise

Noise Management Plan - Prepared in accordance with The Premises License

Identification of the range of potential noise sources relating to the premises and its vicinity

Sources of noise include:

- Amplified music (recorded or live) with particular attention to low frequency bass levels, public address systems, television/video
- Externally mounted plant and equipment e.g. chiller units, air conditioning units, extract ventilation
- External licensed areas

Steps taken to manage noise pollution

The overriding requirement is for control of noise "at source" by considering:

- The infrastructure location, orientation and design
- Barriers to control or reduce
- The specification, selection, and operation of equipment
- The specification, selection and operation of amplified music equipment
- The Operational Management
- Making customers aware of the consequences of late night noise and to be proactive in dealing with the problem via internal and external signage.

1. Infrastructure

1.1 The equipment specification and the infrastructure proposed for sound attenuation are detailed in the Noise Report. A 2.4m high perimeter fence is proposed along with an additional 4m barrier around the generator and chiller plant.

2. Amplified Music

2.1 The audio equipment will be filled with a sound limiter pre-set in conjunction with the EHO, with daytime and evening settings.

2.2 A hand-held Digital Sound Level Meter, of a type used for monitoring traffic noise, industrial plant and machinery as well as noise within the entertainment industry will be used on site to record sound levels. The meter provides automatic or manual ranging from 40 to 130db, will record maximum and minimum levels and is selectable for fast or slow response times. Sound levels will be taken at set times throughout an event both internally and externally at noise sensitive boundaries and

3. Operational Management

3.1 Licensed facilities at the Event are anticipated to operate during the following hours

- Monday – Thursday 09:00-20:30
- Friday 10:00 – 22:30
- Saturday 10:00 – 22:30
- Sunday 10:00 – 22:30

It is anticipated that typical day to day operating hours could be shorter than this.

3.2 A nominated Duty Manager will be responsible for all licensable activity taking place at the Event and will be in communication with Town Centre Management via a dedicated radio. All managers will be fully aware and conversant with the Noise Management Plan.

3.3 Any events where amplified music is employed will be wound down in a professional manner. Music will reduce in sound and style to reflect a calmer end to an event.

3.4 A CCTV system will be fitted, maintained and in use at all times. Police and the local authorities will be given access to and copies of images for purposes in connection with the prevention and detection of crime and disorder.

3.5 The Designated Premises Supervisor, nominated by the premises license holder, will be responsible for the day-to-day control of the licensed area within the premises when licensable activities are taking place.

3.6 A SIA registered security contractor will be employed on a base min staff ratio of 1:100 customers + 1 supervisor to provide security and ensure external noise control.

3.7 Security Staff will be employed up to one hour after the event ends to make sure dispersal takes place in an orderly and proper manner.

3.8 These staff will be equipped with either mobile phones or radios and be able to communicate with the Duty Manager to enable a quick response to any incident or complaint.

3.9 Staff will take a pro active approach to noise management including checking noise levels as set out above.

4. Customers

4.1 Notices will be displayed on external doors and gates asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours.

4.2 Verbal announcements prior to dispersal will be made at the end of each night

5. Complaints Procedure

5.1 Complaints will be able to be made on-site through 'Feedback' Forms available in Skate hire, or on-line using the Event contact email address or via dedicated telephone number operating 24/7

5.2 All complaints will be logged and recorded in the 'Daily Management Report' for review.



Structural Calculations

Chichester @ Christmas

Ice Rink and Food & Beverage Installation

Priory Park

28.10.18 – 06.01.19

Structural calculations for MKC-30-4

Version:

01

EVENTS
INDUSTRIAL
MAR-KEY GROUP

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Temporary structure MKC-30-4



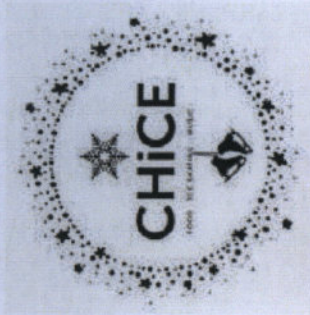
Structural Calculations For Temporary Structure MKC-30-4



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WEEK
BUILDING WORLD CLASS EVENTS



Waste Management Plan

Chichester @ Christmas
Ice Rink and Food & Beverage Installation
Priory Park

28.10.18 – 06.01.19



END