

## Castle Green Risk assessment template

The attached risk assessment template gives you guidance on the matters that you need to consider and how safe traffic management might be achieved. We have used our experience of previous events on the site to inform us on what has worked previously and we have equipment (signs, road cones and tape) that can also be used to reduce risk.

As Event Organiser it is your responsibility to make sure that the event is organised and run safely. You know what you are planning to do and so are best placed to consider any risks – the things that might go wrong. You must then put in place suitable controls to eliminate or reduce risks to an acceptable level.

It is essential that the roadway to the Castle Hotel and Castle Bow is kept clear and maintained as a traffic route at all times throughout your event. The road is normally relatively quiet but can be well used at times with guests arriving and departing from the Castle Hotel and visiting other businesses

The risk assessment template provided considers risks associated with the infrastructure of Castle Green, and not those other risks that your event may pose (like slips and trips or behaviour of the crowd). You are welcome to use our format for the risk assessment, but please continue with whatever works best for you. Please see the event organiser's guidance for advice on other risks \*\* insert link\*\*

If you are not familiar with the risk assessment process please see the HSE website for more information. <http://www.hse.gov.uk/risk/> The guidance on controlling risks at work may also be useful: <http://www.hse.gov.uk/pubns/indg163.htm>

### Guidance on using the risk assessment template.

ACTIVITY	HAZARD	RISK	PERSONS INVOLVED	LIKELIHOOD (1-6)	SEVERITY (1-6)	OVERALL SCORE (LxS)	CONTROL MEASURES (Inc statutory requirements)	SCORE AFTER CONTROL
Setting up	Traffic movements – vehicles being brought in with equipment for set up.	Injuries to pedestrians from collisions with vehicles	Visitors to the event, volunteers, event organisers, other pedestrians in the area	2	6	12	Time separation – set up to be carried out when the area is quiet first thing in the morning.	

## Castle Green Traffic Control Layout Template



## Castle Green Highway Setup



## Positioning of signage

