

Generic Risk Assessment for Traffic and Admission Control at Outdoor Events

The company is an established firm, which operates car parking and admissions at various events throughout the UK.

Throughout the year we will employ many hundreds of casual staff. The minimum age for staff is 18 years old.

The work takes place in a variety of locations, and it was decided by the company director carrying out the assessment of the risks that the risks were generally standard to each and every location at which the company carried out its contracts.

The duties of the company are to:

- Layout and manage the parking areas in an organised fashion. To achieve this a variety of signs are erected, lines mown in the grass to show the positioning for the rows of cars, create gangways along which vehicles are driven to arrive at their parking spaces by positioning cones and row markers to ensure traffic moves along orderly routes. Parking attendants’ direct drivers to a parking space. Wherever possible cars are parked in order that pedestrian flow does not conflict with vehicular movement.
- Collect money and issue tickets/badges either to cars and/or pedestrians. Money collected from cars is done in the field and pay lanes are erected to create an admission point into the car park. Money collected from pedestrians is done from either a booth or a pay cabin.

A detailed risk assessment was then able to be prepared following the general approach adopted in the five steps to risk assessment leaflet.

The main considerations are the safety of:

1. The company’s work force.
2. Members of the public.

Significant hazards	Groups of people who are at risk from the significant hazards.	Control measures to be adopted
A. Vehicles.	A. Tracsis Events staff and members of the public.	A. Tracsis Events staff are all issued with high visibility coats/tabards complying with Regulation EN471. Clear Instruction and training given by Supervisors to casual staff, with attention paid to young casual staff. Casual staff are issued with a handbook explaining how to manage cars

		and parking. The creation of vehicle access routes and ensuring that those leaving their vehicles walk away from vehicles still entering the site. Clear signage Pay lanes created to slow vehicles and eventually bring the vehicle to a halt to enable a transaction to take place.
B. Signboards, metal pins, string, cones	B. Tracsis Events staff and members of the public	B. Metal pins painted white. Roll up and collect string where not required, otherwise ensure string is strung between the metal pins above ground. Secure signboards into the ground and cable tie signboards to support poles. Ensure that cones are upright and visible at all times
C. Ground	C. Tracsis Events staff and members of the public	C. Ensure that particularly hazardous areas such as depressions in the ground are cordoned off. All areas to be kept free of obstruction so far as is reasonably practicable.
D. Weather conditions	D. Tracsis Events staff	D. All staff are advised to wear suitable clothing and footwear for working outdoors and to particularly protect themselves from the effects of the sun. Emergency wet weather equipment available.
E. Welfare/comfort	E. Tracsis Events staff	E. The company requires that there are adequate sanitary and washing facilities and a supply of drinking water is available.
RISK ASSESSMENT FOR:	ASSESSMENT UNDERTAKEN	ASSESSMENT REVIEW
Tracsis Events Ltd High Moor Yard High Moor Road Boroughbridge North Yorkshire YO51 9DZ	Name: Alex Brunel Date: 27 th November 2023	27 th November 2024