

EVENT RISK ASSESSMENT

GENERAL INFORMATION ABOUT THE EVENT AND THIS RISK ASSESSMENT	
Event: Sedgley Charity Beer Festival	Organiser: 1st Sedgley Scout Group, Events sub team.
Location: Jubilee Hall, Ladies Walk, Sedgley, Dudley, DY3 3UA	Date of assessment: 30/8/2025 (See footer for edition revision)
Person in Charge: Dave Mitchell - Leader in Charge, Sub Team Member	Date of event: 26 & 27 September 2025
The Event Management Team (EMT): Ian Foster- Sub Team Member, David Baugh -Group Chair. Dave Mitchel - Adult Team Volunteer	Risk Reviewers: Organising Team and Rob Barlow - Joint Group Lead Volunteer and Beacons Explorer Scout Unit.
Next review date: no more than 2 weeks after the event	Review Method: By meeting of Organising Team, with notes.
<p>Experience: The Event Management Team (EMT) have 10 years of experience running this event safely and update this risk assessment as part of an event review process. Similar festivals are also visited to help develop best practice and risk mitigation strategy.</p>	
<p>Associated Ref. Documents Sedgley Charity Beer Festival (Event) – Training Syllabus. Site Risk Assessment. Scout Association POR</p>	
<p>Site / Venue: Jubilee Hall Ladies Walk, Sedgley DUDLEY. DT3 3UA Two marquees and the main building provide covered areas for the event.</p>	
<p>General Information The festival is open to the public, the atmosphere is very friendly, well attended, with no antisocial behaviour experienced during the 10 festivals.</p> <p>There are 3 bars one serving ales from racked casks, a cider, and a gin cocktail bar. There are three stages on which musicians perform.</p> <p>The format is extraordinarily successful, the festival has become renowned for being well organised, friendly, and having a community atmosphere that many other local festivals struggle to create. This year we fully expect to surpass an astonishing £100,000 total raised for charity.</p> <p>This fundraiser substantially develops local public support of scouting and helps, with other activities, to create an excellent reputation in the community.</p>	

RISK AND THOSE AFFECTED	CONTROL MEASURES / MITIGATIONS	RISK BEFORE MITIGATION H, M, L	RISK AFTER MITIGATION H, M, L
COMPLIANCE			
<p>Compliance:</p> <p>Risk to Scout Group Trustees and the Scout Association</p> <p>Failure to comply with legal, regulatory, requirements, leading to potential legal action, reputational damage, and revocation of permissions.</p>	<p>Temporary Event Notice (TEN): A TEN issued by Dudley Metropolitan Borough Council (DMBC) Licence is obtained and displayed prominently near each of the three bars during the festival. Only Adult volunteers with the event training handle alcohol and are allowed in the vicinity of bars serving alcohol.</p> <p>In compliance with the Licensing Act 2003 Statutory Authority Notification: Environmental Health, the Police Authority, have been notified of the event as part of, and upon issue, of the TEN process by DMBC. They have responded with no issues with the event.</p> <p>Music Licence: The Scout Group hold a current music licence from PPL PRS allowing us to legally play music in the premises and through live performances.</p> <p>Insurance: The event is covered by a temporary amendment to the Scout Group insurance with Unity.</p> <p>This policy includes specific coverage for cash on site and in transit, as confirmed by Unity.</p> <p>Adult volunteers are trained on procedures for cash security. All cash is reconciled each day.</p> <p>Card payment is preferred method of payment. Purchase of drinks is by voucher only. A copy of the public liability insurance certificate and temporary amendment is available on-site.</p> <p>Reporting: Any serious incidents, near misses, or accidents during the event will be reported to the Scout Association via the appropriate channels as soon as possible. An on-line incident log will be maintained to record any minor issues, first aid treatments, or incidents of antisocial behaviour.</p>	M	L

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<p>Person in Charge</p> <p>Risk to Scout Group Scouting POR Compliance.</p>	<p>The Person in Charge is responsible for the overall safety and well-being of everyone involved and attending the event, including volunteers, general public and young people including explorer scouts, but not personal supervision of every, single person, task, activity, group, family, person, or third party. This includes Explorer Scouts.</p> <p>The Person in Charge delegates specific tasks to other responsible adults, ensuring they possess the necessary competence and understanding.</p> <p>In the case of the Beacon Explorer Scout Unit, the Explorer Scout Unit Team Volunteers are specifically delegated to supervise Explorer Scouts.</p>	M	L
<p>Dynamic risk assessment: All risks</p>	<p>Dynamic risks, if circumstances change during the event itself, are managed by the organising team who recording the circumstances, and any new mitigations resulting from the change of circumstances.</p> <p>The Event Management Team (EMT) and Person in Charge, alongside key personnel e.g. Security Staff and Gate staff are responsible for assisting with real-time dynamic risk assessments.</p> <p>The Event Management Team (EMT) maintains continuous vigilance for changes in circumstances, such as adverse weather, high attendance, unexpected crowd behaviour, equipment failure, or security incidents.</p> <p>Upon identifying a new or evolving risk, the EMT will rapidly evaluate the severity and likelihood of harm from the new circumstance and determine necessary actions and control measures.</p> <p>All dynamic risk assessments and resulting actions will be formally recorded as soon as it is safe to do so and used in the post-event report for review.</p>	N/A	N/A

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TRAINING			
Staff Training: All Risks	All volunteers and Beacon Explorer Scout Unit Adult Team Volunteers undergo mandatory training covering: Emergency and safety procedures (fire evacuation, first aid, location of equipment including defibrillator). Procedures for managing crowds, security, incidents of disorder and fire, medical, emergencies and evacuation. Customer service standards. Full compliance with licence requirements, including specific training on alcohol awareness, underage drinking prevention, identifying signs of intoxication, and refusing service as per Challenge 25 guidelines. A signed register confirms that each volunteer has receive training and has read this risk assessment.	H	L
GENERAL SAFETY			
Security/Robbery/Intruder: Risk of assault, loss and to compliance	From early evening to close (considered to be the time of greatest risk) there are professional SIA security personnel in attendance. Training of volunteer gate staff includes instructions to not try to defend against an attack, but to alert SIA security personnel and call 999. A Bleed Control Kit is available at the premises and all staff made aware of its location. Cashless payments are encouraged. Float is regularly deposited in an appropriately 'Euro Grade 3' safe, rated for £35,000, safe out of sight in a code locked room in accordance with scout association Unity Insurance. This fundraiser is insured under a temporary amendment to our main policy with Unity (scout insurance provider) to cover the event any cash either on site and or in transit.	M	L

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<p>First Aid</p> <p>Risk of inadequate treatment after injury or health event.</p>	<p>A minimum of two qualified First Aiders (trained to a minimum of Emergency First Aid or higher) are on-site at all times and wear armbands for easy identification.</p> <p>First Aid kits are checked for completeness and expiration dates before the event.</p> <p>A defibrillator is located 50 meters away on ASDA building wall adjacent to the venue.</p> <p>Emergency vehicle clear access is maintained throughout the fundraiser.</p> <p>A Bleed Control Kit is easily accessible in the kitchen.</p>	L	L
<p>Welfare:</p> <p>General risks to health and welfare of people and volunteers</p>	<p>Bar volunteers and Explorer Scouts operate on a rota system, ensuring breaks of at least 15 minutes for every 2 hours of service.</p> <p>Complimentary soft drinks and snacks are available to volunteers and explorer scouts in the staff room (Turner Cabin signposted Staff only) and in the kitchen whilst on duty.</p> <p>The Turner cabin is available for use as a rest area for Volunteers and Explorer Scouts.</p> <p>No members of the public are allowed entry into the Turner Cabin which is fitted with a Codelock access control lock.</p> <p>Additional hand sanitisers are provided on tables to promote hygiene.</p> <p>In addition to the main building's male, female, and accessible toilets, six illuminated temporary toilets have been installed.</p> <p>All toilets are checked regularly, signposted, and cleaned as necessary to maintain hygiene standards.</p>	L	L
<p>Reporting & Reviews</p>	<p>Report all incidents accidents in accordance with the Scout Association POR</p> <p>Review the activity after the event for the purpose of continuous improvement of the event and its safety</p>		

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<p>Children and Young People:</p> <p>Risks to children and young people</p>	<p>Children are discouraged after 7pm.</p> <p>Parents arriving with children are made aware upon entry that children / persons under 18 must be under responsible adult supervision at all times.</p> <p>Guidance for parents with children is printed in the program.</p> <p>Children will not be allowed in the proximity of bars serving alcohol.</p> <p>Any disorderly children and their supervising adult will be told to leave.</p> <p>The EMT are in Walkie-Talkie communication with each other, Security, and the entrance gate team.</p> <p>Volunteers are made aware of Lost Children procedure and posts during training.</p>	M	L
<p>Personal safety of Third Parties:</p> <p>Risks to others</p>	<p>This event risk assessment document is shared with Third Parties and Beacon Explorer Scouts.</p> <p>Third Parties (e.g., suppliers, bands, contractors, SIA security personnel) providing services must hold their own adequate insurance, and adhere to their safety procedures, and risk assessments relevant to their activities.</p>	L	L
<p>Additional Accommodation:</p> <p>Risks and hazards arising from exposure to weather to people and property.</p>	<p>Marquees are hired from, and erected by, a professional insured company.</p> <p>Guy ropes and pegs are clearly marked with hazard tapes, covering, or flag bunting.</p> <p>Sanitary facilities - Additional illuminated temporary toilets are hired from and erected by a professional insured company and signposted.</p>	M	L

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<p>Disorderly behaviour and Alcohol Awareness:</p> <p>Risks to people and property</p>	<p>Payment is taken on entry at one pedestrian size gate, in cash or by card. Customers are then issued with a drink's tokens, a festival engraved half pint glass, and a program.</p> <p>From early evening to close, there are professional SIA security personnel in attendance.</p> <p>Challenge 25 procedure is enforced at the gate with wristband identification of over 18's. Any person appearing under 25 observed drinking or attempting to purchase alcohol without a wristband will be subject to the Challenge 25 procedure, requiring valid photographic ID to verify age. If proven to be over 18, a wristband will be issued. Service will be refused if ID is not presented or is deemed invalid.</p> <p>Anyone in a drunken, abusive, or disorderly state will not be allowed into the premises, or served, and will be told to leave.</p> <p>A 'drink responsibly' statement requiring responsible drinking is printed on the program and ticket.</p> <p>No person under 18 will be permitted to serve, or drink alcohol.</p> <p>Water and alcohol drinks are readily available to help prevent dehydration and alcohol-related issues.</p>	M	L
<p>Electrical safety:</p> <p>Risk of electrical shock and electrocution.</p>	<p>All electrical equipment belonging to the Scout Group, and any provided by third parties, is verified to be PAT tested to ensure compliance with safety standards and documented accordingly.</p> <p>A visual inspection is conducted before use.</p> <p>All power supplies within the event area are protected by Residual Current Devices (RCDs).</p>	L	L

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<p>Handling of Heavy or Bulky Items Safely:</p> <p>Operational risks to people</p>	<p>All volunteers are made aware of the site and understand potential risks and are instructed to follow specific instructions from the event staff for each task.</p> <p>If volunteers are unsure about how to complete a task safely, they should stop and ask for guidance.</p> <p>Closed-toe footwear must be worn by all volunteers on site at all times. Open-toed shoes, sandals, and high heels are not permitted.</p> <p>Appropriate Personal Protective Equipment (PPE) is mandatory for hazardous tasks. The Event Team will inform volunteers of the required PPE. This may include safety footwear, gloves, safety glasses, and/or masks.</p> <p>Handling of heavy or bulky items safety procedure (below) is given to each volunteer setting up or breaking down the event infrastructure.</p> <ul style="list-style-type: none"> • First, assess the load and the route. Plan your path, clearing any obstructions in advance. • Use a trolley or other mechanical aid whenever possible to reduce the risk of injury. • For heavy items that must be lifted, always lift with a colleague(s) and use proper lifting techniques (bending at the knees, not the back). <p>Report any accidents, near-misses, or damaged equipment to event staff immediately. If PPE becomes damaged, report it and get a replacement before continuing the task.</p>	H	L

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<p>General Additional Safety:</p> <p>Operational risks to people</p>	<p>Non-slip mats positioned at entrances.</p> <p>Litter and debris are collected throughout the event.</p> <p>External areas and entrances are well lit.</p> <p>Hazardous areas are taped, barriered or fenced off.</p> <p>Beer casks are supported on purpose build steel festival racking.</p> <p>Cider boxes supported on sturdy tables.</p> <p>Only trained adult staff are allowed behind bars.</p> <p>Absorbent floor fitted in beer bar area to reduce slippage.</p> <p>Festival Glassware is washed by machine.</p> <p>Spillages to be immediately cleaned.</p> <p>No vehicles are allowed in the grounds during the fundraiser.</p> <p>Trolleys are provided movement for heavy items. e.g. bulk drinks, casks, band equipment.</p> <p>Unhindered access for emergency services</p> <p>Emergency exits from main building and marquees must remain clear, with illuminated emergency exit signs in operation.</p>	M	L

FIRE			
<p>Risk of Fire:</p> <p>Risk of fire to people and property</p>	<p>Two Class A/E fire extinguishers CO2 and Water with signage are placed on stands near both exits in each marquee.</p> <p>Two Class C fire extinguisher Powder and CO2 with signage are located near the Gas BBQ area.</p> <p>Hired marquees are fitted with emergency exit signs and illuminated emergency lighting. These are checked to be functioning during setup and powered by a battery backup.</p> <p>Smoking is not allowed in the marquees. A remote, designated smoking area is located away from marquees, hazards, and principal areas.</p> <p>Gas bottle storage cage locked and fenced off.</p> <p>LPG hoses and connections for all appliances (including BBQ and any heaters) are inspected prior to the event. A dated checklist confirms this inspection.</p> <p>LPG space or radiant heaters are positioned out of reach or cordoned off and are positioned or directed away from flammable materials. Hoses and hose clips are inspected / changed prior to the event.</p> <p>The muster area is extended for the event and signposted.</p>	M	L
CROWD MANAGEMENT			
<p>Crowd Management and Staffing:</p> <p>Risk of injury to people.</p>	<p>Electronic POS system monitors the attendance to ensure the maximum licenced people is not exceeded. The Event Management Team (EMT) are notified when capacity approaches 90%.</p> <p>The fenced premises allow for controlled entry and exit.</p> <p>Trained volunteers operating on a rota adequately staff the event.</p> <p>A crowd management plan and evacuation plan are communicated to volunteers as part of the volunteer staff training.</p> <p>Entrances/exits and bars and a kitchen pose possible areas for congestion at peak times so the EMT tour these positions and assisted by the bar staff and call for volunteers to clear choke points prevent bottlenecks.</p> <p>Walkie-talkies are available for each of the EMT, Security, and the entrance gate team.</p>	M	L

<p>Noise Risks of disturbance and reputation</p>	<p>Noise disturbance to local residents:</p> <p>Volume is monitored, and stages are positioned to minimise disturbance.</p> <p>Residents receive a letter about the event one week in advance. Leave the premises quietly statement is printed in the programme. No complaints have been received in previous 10 years using the same set up and notification.</p>	<p>M</p>	<p>L</p>
<p>EXPLORER SCOUTS</p>			
<p>Explorer Scouts Role Risk to Group</p>	<p>The Beacon Explorer Scout Unit (BESU) are invited to provide food and non-alcoholic refreshments only (The Service) at this event from the main building kitchen. BESU Adult Team Volunteers will attend the Staff Training above.</p> <p>The BESU is a separate Scout Unit from 1st Sedgley Scout Group and procures all food and refreshments itself for The Service, accordingly it shall hold its own adequate insurance, and adhere to reasonable food safety procedures and this risk assessment.</p>	<p>L</p>	<p>L</p>

<p>Explorer Scouts Safety</p> <p>Risks to Scouts and people</p>	<p>BESU Adult Team Volunteers will attend the Staff Training above.</p> <p>The BESU Adult Volunteers will</p> <ul style="list-style-type: none"> • Manage the 'InTouch' procedures. • Be aware of the location of Fire extinguishers and blanket located in the kitchen. • Supervise the Scouts whilst on site and providing The Service and serving food from the hatch or taking payment. • Manage a two-hour shift register with members arrival and departure recorded. • Ensure this risk assessment has provided to the parents of the Explorer Scouts in attendance and that the parents have approved the risk assessment. <p>Also at the commencement for each two-hour shift:</p> <ul style="list-style-type: none"> • Register Scouts as the come on and off kitchen duties. • Brief the Scouts on the emergency evacuation procedures. • Remind the Scouts that they cannot drink alcohol, obtain a festival glass or a red wristband. • Brief the Scouts on food safety procedures. <p>The Kitchen door sign posted as Staff Only and BESU adult volunteers will ensure no members of the public will be allowed to enter.</p> <p>No alcohol will be allowed in the kitchen.</p> <p>The lockable disabled single occupancy toilet, sign posted as 'Disabled' and 'Staff Only.' Explorer Scouts wishing to use the toilets will be escorted to the toilet door by a BESU adult volunteer.</p>	<p>M</p>	<p>L</p>
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FOOD HYGIENE OPERATION & SAFETY			
<p>Safety in Food Preparation Area's</p> <p>Cuts from sharp objects e.g., knives, glass</p> <p>Burns and scalds from hot water/drinks.</p> <p>Slips, trips, and falls</p> <p>Theft security</p> <p>Risks to Scouts, & Adult Volunteers</p>	<p>Supervise scouts if using sharp objects. Wash any glass in dishwasher. First Aid kit located in kitchen. Have a stock of blue plasters.</p> <p>Use wall mounted hot water dispenser. Advise customers to be careful with hot drink.</p> <p>Spillages are cleaned up immediately. Keep the service and preparation area clear of clutter and bags etc.</p> <p>A lockable cash box is used. Contactless card payment encouraged. Money is not left unattended. Cash box is kept out of sight. Transfer larger cash amounts to Scout Group safe at regular intervals. Adults Volunteers are present at all times. Scouts should not be left to handle cash alone.</p>	M	L
<p>Food Cross Contamination</p> <p>Risks to Public, Scouts, Adult Volunteers</p>	<p>Use colour coded chopping boards and keep utensils separate for each food. Use paper disposable plates. Wash all chopping boards and utensils regularly. Wipe down work and serving surfaces regularly with antibacterial spray and disposable paper towel. Any tea towels must be changed regularly. All food handlers should wear clean clothing and aprons and have long hair tied back. Use food handling gloves, tongs, or other utensils to prevent unnecessary skin contact with food. Volunteers handling cash and POS machines must wash their hands with soap and water before then handling food and use the food utensils and gloves provided.</p>	M	L

<p>Deterioration of food not stored in a refrigerator.</p> <p>Risks to Public, Scouts, Adult Volunteers</p>	<p>Use the 4-hour rule for chilled food: Chilled food will only be displayed or open for a maximum of 4 hours without refrigeration. After this time, any remaining food will be discarded.</p>	<p>M</p>	<p>L</p>
<p>Allergenic reactions</p> <p>Risks to: Public</p>	<p>Pre-packaged food has allergen information. Prepacked snacks sold in original sealed packaging Separate utensils for different foods. Volunteers are briefed allergen awareness and ask customers if they have food allergies. Display an allergen information sign.</p>	<p>M</p>	<p>L</p>
<p>Food Hygiene - Kitchen:</p> <p>Food intolerance and food poisoning</p> <p>Risks to: Public, Scouts, Adult Volunteers</p>	<p>Kitchen Service: Beacon Explorer Scout Unit (BESU) are invited to run a cold food, snack, soft drink, water, tea, and coffee service from the kitchen (The Service).</p> <p>Supervised Adult Team Volunteers (Beacon Explorer Scout Unit). Cold food is prepared in the kitchen, these together with outsourced precooked foods, and prepacked sealed cold snacks are served from the kitchen, which is operated with local authority DMBC clearance.</p> <p>Notices detailing the '4 Cs' of food hygiene (Chilling, Cooking, Cleaning, Cross-Contamination) are displayed.</p> <p>No raw meat will be kept in the kitchen or refrigerator for this event/activity.</p> <p>Food Fridges are checked with a thermometer every four hours during the event to ensure they maintain a temperature below 8°C, and this is recorded on a log sheet.</p>	<p>M</p>	<p>L</p>

<p>Food Hygiene BBQ:</p> <p>Food intolerance and food poisoning</p> <p>Risks to Public, Scouts, Adult Volunteers</p>	<p>BBQ Service:</p> <p>Scout Section Team Adult Volunteers run a Gas BBQ food service.</p> <p>Food probes are used to check that all cooked meat reaches the target temperature of 75°C to ensure safe cooking.</p> <p>All preparation and serving staff follow standard food hygiene procedures.</p> <p>General:</p> <p>Allergen notices are displayed at all food service points.</p> <p>Access to the kitchen and BBQ 'cordoned off cooking area' is limited to staff.</p>	<p>M</p>	<p>L</p>
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EVACUATION			
<p>Kitchen Evacuation</p> <p>Adult Volunteers Failure to account for all participants during an emergency evacuation. Controls:</p> <p>Risks to Scouts</p>	<p>The kitchen door cannot, and must not, be locked or blocked to ensure safe evacuation in case of emergency.</p> <p>Remain calm and reassure Scouts. Leave the kitchen via the kitchen door if that is not possible leave by the serving hatch or windows. Proceed to the main exit or nearest fire exit to the nearest muster point.</p> <p>Upon any evacuation signal (e.g., fire alarm), BESU Adult Volunteers will conduct an immediate roll call of all Explorer Scouts and other BESU Adult Volunteers a pre-determined muster point.</p> <p>BESU Adult Volunteers will use the current shift register to help verify the attendance of all participants. The designated BESU leader will be responsible for retrieving the register during the evacuation.</p> <p>The BESU leader will immediately report any missing persons or unverified attendees to the Event Leadership Team.</p> <p>BESU Adult Volunteers will act under the direction of the Event Leadership Team, who will be the sole liaison with Emergency Services and Event Security.</p> <p>In case of disturbance outside the in the foyer, remain inside kitchen with door held closed. Contact by telephone the event leadership team by phone to establish the safety of the area using the Security staff, as necessary.</p> <p>When safe to do so, leave the kitchen with Explorer Scouts escorted by an Adult Volunteers or Event Security Staff and follow the guidance above.</p>	M	L