

		Risk Assessment Title		Futures Festival - Visitors to Pinewood Studios (28/02/2025-01/03/2025)			Assessment Type		Generic		
		Risk Assessment Ref		S/036	Name of Assessor		Adam Burke, Dan Burton		Date of Assessment		06/02/2024
PART 1 - Risk Rating Matrix - Use this to judge the level of risk for hazards before and after controls are applied						Guide to Risk Ratings					
PROBABILITY OF OCCURANCE											
SEVERITY	Very Unlikely	Likely	Possible	Likely	Very Likely	LOW	A LOW rated hazard means that injury has a low probability of happening but if it does the severity of any injury would be minor. Simple, basic controls should be put in place before work starts and oversight maintained.				
Negligible	LOW	LOW	LOW	MODERATE	MODERATE						
Slight	LOW	LOW	MODERATE	MODERATE	MODERATE	MODERATE	A MODERATE hazard rating suggests that there is an increased chance that minor or moderate injury could occur and that whilst severe injuries could happen they are unlikely. As a result all reasonable cost effective controls available must be put in place before work is started to effectively manage the hazard.				
Moderate	LOW	MODERATE	MODERATE	HIGH	HIGH						
Severe	MODERATE	MODERATE	HIGH	HIGH	HIGH	HIGH	A HIGH hazard rating indicates that serious if not fatal injuries are very likely to occur. No activity can ever start if, after controls have been applied, it still has a HIGH rating. It means the nature of the activity and/ or the controls being applied need to be re-considered.				
Very Severe	MODERATE	HIGH	HIGH	HIGH	HIGH						
Guidance on assessing risks											
When Considering how to tackle hazards think about the Hierarchy of Control. The list here shows the types of control that can be applied ranked in their order of effectiveness		1 - Eliminate			Removing the causes of a hazard at source will always be the best option.						
		2 - Substitute			If you cannot avoid a hazard then try to substitute and/or reduce the most dangerous aspects of it						
		3 - Engineering Controls			The use of physical barriers, machine guards, interlocks and local extraction ventilation (LEV)						
		4 - Administrative Controls			An effective employee training programme, permits to work, contractor management, SOP's & Risk Assessments						
		5 - Personal Protective Equipment			Whilst PPE can protect an individual, the goal is to protect ALL those affected. PPE should not be relied on						
PART 2 - Hazard Assessment											
General Comments	<p>Pinewood Studios is an expansive and busy site covering many acres of land and encompassing a wide variety of activities. The Studios has evolved over a period of around 80 years on land that originally formed the estates of country houses. This has led to a mix of old and new buildings, workshops and stages many of which are quite tightly packed together. Roadways in-between vary in width and corners can be blind. Productions hiring our facilities take over stages and backlots. When they do so they assume control of the activities being carried out in these spaces for the duration of the contract we have signed with them.</p> <p>Although those attending the Futures Festival will be escorted at all times by their own parent/ legal guardian or teacher as well as Pinewood designated employees, a variety of risks exist on site including: Vehicles & pedestrians, slips & trips, proximity to construction sites, & fire (given the fire load within our stages).</p> <p>Pinewood Futures Festival is to take place on 28/02/2025 & 01/03/2025 with the aim to inspire and educate young people (14-22 year olds). A number of buildings and stages will be visited throughout the two days with an approximate attendance of 4000 people divided into 6 entry sessions of approximately 700 people each. Each session group will be sub-divided into groups of 30 people who will be accompanied by Pinewood Group employees at all times.</p>										

Describe Hazards and risk levels before controls are applied				Show controls and subsequent operating risk	
#	Hazard	Who Could be Affected	Initial Risk	Information and Guidance	Operating Risk
	Injury to pedestrians through contact with vehicular traffic.	Visitor / Employee	HIGH	<ul style="list-style-type: none"> * Safety brief delivered to visitors before entering site. * Marshalled coach and vehicle area for visitor arrival and departure. * Studio drive road closure in place for duration of festival opening hours * Pedestrians must keep to marked pedestrian routes and crossings. * Pedestrians must always be aware and alert. * Any instructions provided by group leaders / Pinewood Employees must be adhered to. * Vehicle 10mph speed limit whilst on site. * Vehicles & plant driven only by trained and authorised personnel. * No use of mobile phones whilst driving. * Designated vehicle & coach drop off / parking areas provided. All visitors to observe guidance provided during the event by Pinewood Group appointed marshals. * Any children on site must be accompanied at all times by either their parent, legal guardian, or teacher - All groups of 30 people will be assigned Pinewood employees to act as a guide around site. * All groups to remain together on the designated route as shown by the group leader. * Adhere to designated pedestrian routes where available. * Suitable adult supervision to control groups. 	MODERATE
	Slips, Trips and Falls.	Visitor / Employee	HIGH	<ul style="list-style-type: none"> * Pedestrians must keep to marked pedestrian routes. * All persons working or visiting site should wear sensible footwear. Enclosed walking flat shoes with good anti-slip soles are recommended for all visitors. Please avoid sandals or high heel shoes. * All cables and hoses which run across walkways and roads must be protected by ramps. * Oil or Diesel spills reported to Pinewood Group as soon as possible. * Spill kits available across site to mitigate any hazardous spillages. * Walkways are kept in a safe condition. * Safety inspection of walk route undertaken prior the event. 	LOW
	Injury or accidents though proximity to construction works on site.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> *Competent and experienced contractors utilised by Pinewood Group. * Contractors subject to a control of contractors process prior to any works starting on site. * All construction activities on site covered by Risk Assessments & Method Statements to consider potential visitors on site. * Areas that have been cordoned off must not be entered at any time by visitors to site. * Unsafe working practices reported & investigated by Pinewood Group accordingly. 	LOW
	Injuries or accidents during event.	Visitor / Employee	HIGH	<ul style="list-style-type: none"> * Provision of suitable number of First Aiders by Pinewood Group. * Provision of First Aid equipment, Including automatic defibrillators - All equipment tested or inspected to ensure compliance. * Paramedic team & ambulance onsite throughout the event. * Pinewood supervision throughout the event * Safety inspections conducted prior and during event by Pinewood Health & Safety teams. 	LOW
	Unsuitable access and egress routes leading to injury.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * Safe access routes provided to all buildings and stages to be visited. * Adequate safety and informative signage displayed. * All visitors escorted at all times. * Access to wheel chairs possible to most areas on the visit route - Pinewood dedicated employee assigned to any visitors on wheel chairs. Visitors attending on wheels chairs to inform Pinewood prior the event so that a Personal Emergency Evacuation Plan can be produced. * Route safety inspections prior to event. 	LOW
	Injuries as a result of violence and aggression.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * The site is secure and security are present 24 hours a day. Regular patrols are carried out . * CCTV is present and active on site and signage identifies this at entrance points. * Any person who is violent or aggressive will be removed from site. * Continues supervision of groups by Pinewood employees. 	LOW

Burns, and smoke inhalation caused by fire incidents.	Visitor / Employee	HIGH	<ul style="list-style-type: none"> * Safety brief delivered to visitors before entering site and to include Fire and Emergency procedures . * Fire risk assessments for all of the buildings on site has been conducted by Pinewood Group. * No hot works to take place in any of the areas intended to be visited during the event. * It is strictly prohibited to smoke in buildings or the covered ways on site. Designated smoking areas are in place, which must be used. * Smoking materials must be disposed of in the designated bins. * Good housekeeping maintained onsite. * Designated Pinewood Fire Safety Team * Supervision provided throughout the event. 	LOW
Accident or injury as a result of wildlife on site.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * Due to being in close proximity to Black Park and woodlands, the site has wild animals on the grounds. The animals are not known to be aggressive or confrontational. * Individuals must not disturb wildlife. Do not come in close proximity and remain with designated group at all times. 	LOW
Lack of suitable Welfare facilities or Ill health or injury as a result of Welfare Facilities that are unhygienic or poorly maintained.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * Provision of a suitable number of toilets and welfare facilities on visit tour route * Appointed cleaning contractor to ensure these facilities are suitably maintained. * Visitors & employees are also required to ensure that all areas are maintained in a generally clean and tidy state and adequate, accessible waste and recycling facilities provided * Any spillages are to be cleared in a timely manner. * Pinewood Group dedicated maintenance team to attend to any reports of faulty facilities. 	LOW
Lack of suitable Welfare facilities or Ill-health or injury as a result of Welfare Facilities that are unhygienic or poorly maintained.	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * PSG engages a contract cleaning company at its Premises to ensure that all toilet facilities, wash stations, offices, communal areas, kitchens and tea rooms are cleaned regularly. * Employees are also required to ensure that all work areas are maintained in a generally clean and tidy state and adequate, accessible waste and recycling facilities provided * Any spillages are to be cleared in a timely manner. * PSG's have an in house maintenance team who attend to reports of faulty facilities. * Productions and tenants are responsible for ensuring their kitchens and tea points are clean. 	LOW
Children welfare - Exposure to inappropriate behaviour	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * Any children on site must be accompanied at all times by either their parent, legal guardian, or teacher alongside Pinewood designated employees. * Children will be escorted to the entrance of toilets by pinewood employees and this will be supervised until the children are ready to return to the group. * Group visits to the toilets are encouraged. * All those working around children should be mindful of their behaviour, language and degree of physical contact. 	LOW
Inclement Weather	Visitor / Employee	MODERATE	<ul style="list-style-type: none"> * Weather forecasts will be monitored leading up to the event, if red warnings for high winds or extreme weather are going to be forecast, the event will be postponed. * If freezing temperatures are forecast prior to the event, our contractors and in-house teams will grit all pedestrian and vehicular routes. * All visitors should wear suitable clothing for the forecasted weather conditions. 	LOW

NB: To add new hazard lines click on a row number to highlight it. Right click and select copy. Then right click again and select Insert Copied cells. (Re-check Printing Parameters)

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PART 3 - Further Actions	If any additional controls or procedures can or should be applied to further reduce the risk of harm they should be noted here		
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Hazard #		Action by Who	By When
	No further controls required		

PART 6 - Review			
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This risk assessment will be reviewed if any circumstances concerning the activity change, or at least after one year.		Risk Assessment Latest Review date	
		N/A	