SITE survey. APP

SITE SURVEY REPORT

Event Risk Assessment

Prepared for	Kenilworth Community Events CIC
Date	18 Sep 2026
Site	Abbey Fields, Kenilworth
Prepared by	S. Bhatt

FORM

Event Risk Assessment

1. Record details and scope

Project	Abbey Fields, Kenilworth: Autumn Food and Craft Fair
Site or premises address	Abbey Fields, Bridge Street, Kenilworth
Client or organisation	Kenilworth Community Events CIC
Record date	18 Sep 2026
Person completing the record	S. Bhatt, event manager

> This supports event planning. It does not grant a licence, determine a safe crowd capacity or replace specialist structural, medical, security or fire planning.

2. Event profile

Event name, venue and organiser	Autumn Food and Craft Fair, Abbey Fields, Kenilworth. Organiser: Kenilworth Community Events CIC
Setup, event and breakdown dates	Setup 2 October 2026, event 3 October 10:00 to 17:00, breakdown 3 October 17:00 to 21:00
Expected attendance and capacity assessment reference	About 3,000 across the day, peak about 1,200 at once. Capacity assessment CAP-AF-26 by Arden Crowd Planning.
Audience needs and accessibility arrangements	Families with buggies, older visitors. Accessible parking on Bridge Street, firm matting on the main route, accessible toilet unit by the bandstand, quiet seating area by the play park.
Site layout and revision	Site plan AF-SP-03 rev D, 15 September 2026

3. Phase hazards

Event hazard 1: Setup

Phase	Setup
Activity or location	Traders' vans driving on the field to unload
Hazard and people affected	Vans reversing near traders and volunteers putting up gazebos. Public walking through the park.
Controls and responsible role	Vehicles in by the Bridge Street gate only, 5 mph, banksman for reversing. Public footpath kept open with barriers. Traffic marshal lead: R. Kaur.

Remaining risk and escalation trigger	Stop vehicle moves if the ground gets too soft or the public stray into the unloading area.

Event hazard 2: Open to public

Phase	Open to public
Activity or location	Gazebos and market stalls
Hazard and people affected	Gazebos lifting in wind and striking visitors.
Controls and responsible role	Every gazebo weighted on each leg, checked by the site team before opening. Wind speed checked hourly. Site manager: S. Bhatt.
Remaining risk and escalation trigger	Gazebos down if gusts reach the limit set in the weather plan.

Event hazard 3: Open to public

Phase	Open to public
Activity or location	Hot food stalls
Hazard and people affected	Burns and fire from cooking equipment and LPG near visitors.
Controls and responsible role	Food traders sent the gas and fire questionnaire. Cylinders behind stalls, 1 m gap between hot food units, extinguisher on each stall. Checked on arrival by the food and fire lead: M. Lowe.
Remaining risk and escalation trigger	Any stall that fails the arrival check does not cook until fixed.

Event hazard 4: Breakdown

Phase	Breakdown
Activity or location	Vehicles back on the field after closing
Hazard and people affected	Late visitors and children still on site while vans drive on.
Controls and responsible role	No vehicles on until the stewards confirm the field is clear of public. Gates closed at 17:15.
Remaining risk and escalation trigger	Hold vehicles at the gate if the public are still on the field.
Hazards recorded	4
High risk (6 or more)	0

4. Coordination

Entrances, queues, circulation and exits	Two entrances, Bridge Street and High Street. No queues expected. One way loop around the stalls with 6 m wide aisles. Four exits kept clear and marked on the plan.

Weather monitoring and stop or cancellation criteria	Forecast checked daily from 29 September. Gazebos down at the wind limit in the weather plan. Event cancelled if the field is waterlogged on the morning of 3 October.
Contractor coordination, deliveries and temporary structures	Toilet hire, marquee hire and the PA company send risk assessments and method statements. Marquee hire company to sign a handover sheet before the public enter.
Emergency coordination, communications and medical arrangements	Event control in the bandstand tent, radios for all stewards on channel 1. First aid by Arden First Aid volunteers, two posts. Ambulance access via the High Street gate kept clear. Lost child point at event control.

5. Readiness and monitoring

Pre-opening inspection reference	Pre-opening walk round checklist AF-PO-01, to be signed at 09:30 on 3 October
Staff and steward briefing record	Steward briefing 09:00 on 3 October at event control. Sign-in sheet kept with the event file.
Monitoring responsibilities and review times	Site manager walks the site every hour. Weather checked hourly. Event control logs incidents and decisions.

Layout and readiness evidence



6. Actions and review

Are further actions required?	Yes

Further action 1: Get the marquee hire company's method statement and wind limits.

Action and evidence reference	Get the marquee hire company's method statement and wind limits.
Person responsible	S. Bhatt, event manager
Target date	25 Sep 2026

Action status	Completed
Completion evidence	Received 23 September, wind limits added to the weather plan.

Further action 2: Confirm extra accessible toilet with the hire company.

Action and evidence reference	Confirm extra accessible toilet with the hire company.
Person responsible	R. Kaur, operations volunteer
Target date	28 Sep 2026
Action status	Open
Outstanding limitations and information to pass on	Final weather decision on the morning of the event. Capacity assessment by Arden Crowd Planning to be read alongside this record.
Record status	Ready for review
Reviewed by	J. Morley, chair, Kenilworth Community Events CIC
Date reviewed	20 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.