

**Event Name:** SSCE Cymru Armed Forces Festival – West Wales

**Location:** Haverfordwest Reserve Centre, Freemans Way, Haverfordwest, Pembrokeshire, SA61 1TR

**Date:** Wednesday 15<sup>th</sup> October 2025

**Organiser:** SSCE Cymru

**Lead organiser name:** Yasmin Todd

**Date of Assessment:** Tuesday 7<sup>th</sup> October 2025

**Assessment conducted by:** SSCE Cymru Programme Manager (Millie Taylor), SSCE Cymru Senior School Liaison Officer (Yasmin Todd).

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## 1. Event Overview

- **Participants:** Up to 110 school aged children (maximum 22 per group x5).
- **Activities:** Workshops by external providers (each with individual risk assessments), indoor physical activities, and one outdoor activity on concrete ground (weather permitting)
- **Location details:** Secure, locked-in military base with no public access and no moving traffic
- **Supervision:** Adequate adult supervision in line with local authority guidelines

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## 2. Identified Hazards & Control Measures

Hazard Description	Persons at Risk	Existing Controls	Risk Level	Further Action Required
<b>Slips, Trips &amp; Falls (Indoor/Outdoor)</b>	Children, Staff	- Regular inspection of floors and surfaces - Clear signage for wet areas - Supervision during activities - All children have been asked to wear appropriate clothing and footwear	Medium	- Ensure all areas are dry and clear of obstacles - Move outdoor activities inside if weather isn't suitable.
<b>Physical Injury during Activities</b>	Children	- Qualified instructors for physical activities - First aid kits available, staff will be made aware	Medium	- Conduct pre-activity safety briefings

Hazard Description	Persons at Risk	Existing Controls	Risk Level	Further Action Required
		where they are located		
<b>Weather related Risks (Outdoor Activity)</b>	Children, Staff	<ul style="list-style-type: none"> <li>- Monitor weather forecast</li> <li>- Have contingency plans for adverse weather</li> </ul>	Medium	<ul style="list-style-type: none"> <li>- Prepare indoor alternatives if weather conditions worsen</li> </ul>
<b>Allergic reactions (e.g., Bee Stings)</b>	Children, Staff	<ul style="list-style-type: none"> <li>- Pre-event medical forms to identify allergies</li> <li>- Staff trained in first aid</li> </ul>	Medium	<ul style="list-style-type: none"> <li>- School staff accompanying children will be aware of medical needs</li> <li>- Ensure quick access to medical facilities</li> </ul>
<b>Fire Safety</b>	All attendees	<ul style="list-style-type: none"> <li>- Familiarity with fire exits and assembly points</li> <li>- Fire extinguishers accessible</li> </ul>	Low	<ul style="list-style-type: none"> <li>- Conduct a fire safety briefing at the start of the event</li> </ul>
<b>Safeguarding Concerns</b>	Children, Staff	<ul style="list-style-type: none"> <li>- Clear safeguarding policies in place for individual schools</li> </ul>	low	<ul style="list-style-type: none"> <li>- Individuals are to familiarise themselves with safeguarding procedures within their organisation</li> <li>- All children will be registered</li> <li>- Workshop providers to be signed in</li> <li>- SSCE Cymru team will report any safeguarding disclosures to the designated Safeguarding Lead in the school / local authority.</li> </ul>
<b>Manual Handling (Setting Up Equipment)</b>	Staff, Volunteers	<ul style="list-style-type: none"> <li>- Use of appropriate equipment for heavy items</li> <li>- Adequate staffing levels</li> </ul>	Medium	

Hazard Description	Persons at Risk	Existing Controls	Risk Level	Further Action Required
<b>Medical Emergencies</b>	Children, Staff	<ul style="list-style-type: none"> <li>- First aid trained personnel on-site</li> <li>- Emergency contact numbers readily available from school staff</li> <li>- Clear procedures for medical emergencies (see item 4 below)</li> <li>- Clear Event Evacuation Plan (see item 5 below).</li> </ul>	High	<ul style="list-style-type: none"> <li>- Ensure all staff are aware of medical emergency procedure</li> <li>- Ensure all staff are aware of the evacuation plan</li> <li>- Make staff aware of first aider/s in morning briefing and location of the first aid kit.</li> </ul>

### 3. Emergency Procedures

**First Aid:** Is to be provided as outlined below.

**Evacuation Plan:** The venues evacuation plan will be followed in the need to evacuate.

SSCE Cymru will ensure that venue staff give a safety briefing, including emergency exit points and evacuation assembly points, to all attendees at the beginning of the event.

Should there be a need to evacuate during the event, a clear signal will be given and all attendees will be asked to make their way safely to the assembly point.

At the assembly point, the relevant school staff will be responsible for ensuring all pupils from their school are accounted for. The SSCE Cymru team will ensure all school staff and workshop providers are accounted for and will report to the venue staff/ fire brigade.

SSCE Cymru to make the decision as to whether the event is cancelled or can continue if safe to do so following an evacuation.

### 4. Medical Emergencies Procedure

#### Purpose

To ensure a prompt, effective, and coordinated response to any medical emergencies that occur during the event, protecting the health and safety of all attendees, staff, and participants.

#### First Aid & Medical Services

**Medical Staff:** Certified first aiders present. First aid is to be administered by relevant school staff accompanying the children at the event.

**Additional First Aiders include:** Kelly Hamid and Jo Wolfe

**Medical Supplies:** First aid kits.

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## **Emergency Procedure Steps**

### **Step 1: Assess the Situation**

- Ensure your own safety first.
- Determine the nature and severity of the medical emergency.
- Do not move the injured person unless necessary for safety.

### **Step 2: Call for Help**

- Contact On-Site First Aiders Immediately.
- If life-threatening, call 999 immediately.
  - Provide:
    - Your name and contact number.
    - Location (Haverfordwest Reserve Centre, Freemans Way, Haverfordwest, Pembrokeshire, SA61 1TR)
    - Nature of the emergency.
    - Number of people injured and their condition.

### **Step 3: Provide Basic Assistance**

- Offer basic first aid **only if you are trained**.
- Stay calm and reassure the injured person.
- Clear the area to allow medical responders space to work.

### **Step 4: Guide Emergency Responders**

- Designate staff or volunteers to:
  - Escort medical teams to the scene.
  - Clear pathways and crowd control.
  - Communicate with Event organisers.

### **Step 5: Document the Incident**

- Complete a **Medical Incident Report Form** as soon as possible.
- Include:
  - Time and location of the incident.
  - Names of those involved and witnesses.

- Actions taken.
  - Submit to the Event organiser.
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### **Post-Incident Actions**

- Review the incident with relevant staff / volunteers.
  - Identify any needed changes to procedures or setup.
  - Follow up with the injured party if appropriate.
  - File reports with insurance and authorities if required.
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### **Evacuation Consideration**

If the medical emergency escalates or requires venue evacuation (e.g. mass casualty incident):

- Follow the **Venues Evacuation Plan**.
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