

Risk assessment

Date:

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?	Done
Vehicle movements	Collisions with other vehicles and pedestrians	Public, volunteers, contractors	Entrance to car park clearly marked and kept clear at all times Parking for visitors with disabilities close to the event.	Medium	Vehicle marshalling to be introduced Marshals to wear high visibility vests/jackets Additional signage	On day		
Lack of access for emergency services	Delay in casualty receiving first aid	Public, volunteers, contractors	Clear route kept for emergency vehicles around village green Police/fire informed of event	Medium	'No parking' signs on grass verge outside MUGA Brief event team external parties of the need to keep road clear at all times Hi vis jackets to be worn.	On day	JH	
Insufficient and/or unsuitable first aid cover	Untrained / no one to carry out first aid	Public, volunteers, contractors	Defibrillator on hand at Parish Hall First aid kit and accident book located in kitchen in Parish Hall	Medium	First aid equipment on site at communications table First Aid Tent Designated qualified first Contracted, Severn First Aiders Telephones available to call emergency services.	On day	Severn First Aiders Employees	
Manual handling	Various injuries	Public, volunteers, contractors	Ask for help to lift heavy items	Medium	Inform volunteers of H & S and safeguarding procedures	On day	Committee	

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<p>Intrinsic hazards from outside companies' activities</p> <p>Stalls and tables</p>	Various injuries	Public, volunteers, contractors	<p>Ensure that contractors have public liability insurance/risk assessment including current COVID guidelines</p> <p>Contractor agree to fence off and supervise area at all times</p> <p>Positioned on Green with H&S in mind</p> <p>All equipment provided by stallholder must meet good health and safety standards</p> <p>All traders are solely responsible for meeting all health and safety guidelines when selling their products</p>	Medium	<p>Ensure contractors can contact first aider</p> <p>Area around bouncy castle fenced off</p> <p>Supervision at all times by contractors</p> <p>Generator for sensory tent fenced off</p> <p>Risk assessments to be given to Parish Hall of each stall holder.</p> <p>Stallholder to have their own public liability insurance</p>	<p>On day</p> <p>Before the event</p>	<p>Committee</p> <p>JH & CA</p> <p>CA forward to committee</p>	
Poor supervision of event and children	Unsupervised children could get hurt/lost/upset	Public, volunteers, contractors	<p>Set up central communications table for 'lost children'</p> <p>Public address system to make announcements</p> <p>Liason with local police</p>	Medium	<p>Inform parents that they are responsible for the supervision of their children through the communications system</p> <p>Lost children taken to communications table</p> <p>announcement made</p> <p>child supervised until adult collects</p> <p>Collection procedure outlined with communications table</p> <p>Parents to accompany children in to the hall and supervise</p>	On day	Communications team	

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Welfare facilities	Slips/trips/ falls/ cleanliness	Public, volunteers, contractors	Parish Hall toilets to be used	Low	Toilets checked every half hour during afternoon Toilets cleaned if necessary and before evening event	On day	Cleaner	
Unauthorised access to Parish Hall	Various injuries, property damage /theft, entrapment.	Public, volunteers, contractors		Low	Supervision of hall during afternoon	On day	Committee	
Electrical equipment	Electrocution	Public, volunteers, contractors	All electrical equipment PAT tested Do not use in wet conditions	Medium	Portable electrical equipment to be inspected for PAT testing. Ensure cables fenced off and No Entry danger sig to be displayed	On day	GH	
Disposal of waste	Fire risk, Health risk	Public, volunteers, contractors	Additional bins put on green before afternoon event Arrangements made to collect at end All stallholders to dispose of their own rubbish	Low	Volunteers to patrol site and pick litter Empty bins when necessary Clean site at end of event	On day	JH ED	
Surface of field (pot holes etc)	Slips, trips, falls. Vehicles becoming trapped	Public, volunteers, contractors	Vehicle movements are prohibited on the field Inspect field beforehand	Low	Vehicle movements are prohibited on the field with exception of contractor	On day	JH & CA	
Sharp objects animal faeces			Litter picker issued with grip reaches Dog bins on village green	M	Any bottles being dropped to be reported immediately and coned off	On Day	Report to communicat ions Tent	

Slips, Trips Falls	Injury	Public, volunteers, contractors	Report to member of event team	M	Hazard coned off until it can be cleared	On Day	Committee	
Reporting of hazards	Injury	Public, volunteers, contractors	Communications table volunteers	M	Report to any member of support team		Committee	
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Fire	Burns and scalds.	Public, volunteers, contractors	Fire risk assessment in place for Parish Hall Egress plan in place Fire extinguishers and blankets are all compliant Green emergency evacuation bag available in kitchen Muster point clearly marked on MUGA Identify person to assist disabled On field No smoking , no flammable substances or open flames within gazebo.	Medium	Public away from kitchen area only designated persons allowed in immediate area Area is kept clear of rubbish and trip hazards Fire extinguishers and blankets are on hand Member of committee takes on role of Fire Officer	On day	CH	
Poor food hygiene preparation	Food poisoning, other illnesses	Public, volunteers, contractors	Person i/c kitchen has food hygiene certificate and helpers in kitchen are trained in personal hygiene and food hygiene	Medium	Ensure stalls selling food have hygiene certificate and their own public liability insurance, Ingredients list displayed for products.	On day	CH	

Covid risk Air born spread of infection	Catch Covid	Public, volunteers, contractors	Full Covid assessment in place for Parish Hall All involved reminded to wash hands frequently.	Low	Comply with current Covid advice Hand sanitiser to be used when handling cash.	On day	Committee	
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