|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard / Risk Details:**  Manual Handling, Slips and Trips, Working at Height (Erecting gazebos, marquees. Moving equipment, furniture and stores)  Gas and Electric (Supply for Cooking and Lighting), Barbeques (Fire, Burns, Scolds, Food Safety)  Security (Possessions stored overnight) | | | | | |
| **Persons Affected:** Clergy, Employees, Volunteers, General Public | | | | | |
| **EVENT ORGANISER APPOINTED:**   * **Adequate insurance in place and appropriate licences obtained (i.e. Sale of Alcohol)** * **Stewards appointed and adequately trained and briefed and safety clothing issued (High Visibility Vests).** * **Emergency Plan in place for calling Emergency Services and readily available access arrangements identified.** * **First Aid Kit and First Aiders available in sufficient numbers to cover the event / function.** | | | | | |
| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Events in Buildings / Rooms** | Ensure occupied rooms in buildings do not exceed their maximum permitted occupancies**#** (dependant on room size and number and width of EXITS) and ensure arrangements adequately managed / control by appointed stewards. | 4 | 2 | 8  MEDIUM | # Please contact the Diocesan Fire Officer for advice and guidance. |
| **Drowning**  **(Garden Swimming Pools / Large Ponds)** | When NOT IN USE.   * Pool / Pond area to be cordoned off and access restricted.   When POOL AVAILABLE FOR USE   * Pool / Pond to be supervised by a responsible (competent**#**) adult at all times. * Young children to be accompanied by an adult. * Rescue aids to be available for emergencies. * Glass bottles/cups not to be use in the pool area. * Alcohol consumption in the pool prohibited | 4 | 2 | 8  MEDIUM | ‘competent person  to have a recognised  Life Saving Award’  from either the Royal  Life Saving Society  or the National Pool  Life Guard Qualification |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard / Risks** | Existing Controls | **Severity**  **of failure** S | **Likelihood**  **Of failure**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **(Trampoline)**  **Fall from height. Fell on to.**  **Bad landing** | * Trained FIRST AID person to be available at all times.   When IN USE.   * The trampoline area to be cordoned off & access controlled * The trampoline to be supervised by a responsible adult when equipment is available for use. * Edge safety net to be securely in place. * Older children / adults should not use the equipment at the same time as younger children. * Young children to be accompanied by an adult. * Shoes to be removed before using equipment.   When NOT IN USE.   * The trampoline area to be cordoned off & access restricted. | 3 | 2 | 6  MEDIUM |  |
| **Bouncy Castle**  Fall from Height  Collisions between children  Anchor points becoming untethered  Bouncy Castle gets wet.  Using the bouncy castle after the event is officially closed. | * The vendor of the bouncy castle must have at least 5 million pounds of public liability insurance. * The vendor equipment must be tested yearly by an inspector from the RPII (**Register of Play Inspectors International**). * Indoor use must be discouraged unless the vendor can confirm that the floor space, ceiling height, beams and dangling lights do not pose an issue to allow the castle to be used safely. * Falls from height as children bounce out of the castle therefore crash mats must be placed in front of the bouncy castle * There must be two adults supervising the bouncy castle at all times * Those supervising the bouncy castle must ensure that children do not bump into each other or become overly boisterous. * Children must be asked to remove their shoes and any other sharp objects before they are allowed onto the castle. * The bouncy castle must not be used in winds greater than force 5 and the tether points must be secure. * Those setting up the bouncy castle must ensure the blower area with fencing, hazard tape or cones * The bouncy castle must not be used if it rains, and will be dried completely before children are allowed on it. * The bouncy castle must be supervised at all times and taken down as soon as possible after the event is finished | 3 | 2 | 6  MEDIUM |  |
| **Fall from height** from Step Ladders only.  HIGH LEVEL TASKES PROHIBITED | * Avoid working from height if at all possible. * Avoid working alone * Provide adequate illumination * Ensure persons are competent to do the work. (Knowledge, skill, experience, training) * Wear safety clothing provided & determined by the task: e.g. Safety Shoes, Hard Hat, Gloves * Pay due regard to weather conditions i.e. Wind, Rain and organises support accordingly and consider postponing the event if necessary. | 4 | 2 | 8  MEDIUM |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard / Risks** | Existing Controls | **Severity** S | | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Slips, Trips and Falls** while erecting and moving equipment and moving furnishings and stock. | * Keep Work Area free of Obstructions – clear rubbish frequently. * Pay due regard to weather conditions i.e. Wind, Rain and organises support accordingly and consider postponing the event if necessary. * Provide adequate illumination * Wear safety clothing as determined by the task e.g. Safety Shoes, Hard Hat. | 3 | | 3 | 9  MEDIUM |  |
| **Manual Handling:**  Erecting and moving equipment, furnishings and stock.  Injury from lifting, carrying, pushing and pulling loads  Spinal injury. Muscle strain & sprain injuries.  Sharp edges.  Crushing Injuries. | * Apply safe system of work: * Assess tasks when unavoidable. * Use lifting aids where possible i.e. sacks trucks. * Reduce the size of the load * Use SAFE lifting techniques **#** * Get assistance to lift and carry the load. * Keep the work area free of obstructions. * Arrange and organise assistance * Pay due regard to weather conditions i.e. Wind, Rain and organises support accordingly and consider postponing the event if necessary * Wear safety clothing as determined by the task: e.g. Safety Shoes, Hard Hat. | | 3 | 2 | 6  MEDIUM | # Please refer to  the Safe System of  Work Manual  Handling  Techniques  document |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Electricity:**  Electrocution and Fire  **Electricity:nnections.e of a "xidecordance with manafacturers safet instructions.icity for Lighting** | * Use RCD – Residual Current Device * All appliances PAT tested * Fire Fighting Equipment provided (CO2/Dry Powder) * Installation to be installed by a qualified electrician * Have due regard to inclement weather conditions and organise accordingly. * Outside equipment & power cabling weather proofed to appropriate standard * Power cabling arranged to avoid trip hazards | 3 | 2 | 6  MEDIUM |  |
| **Gas appliances and LPG cylinders.**  Fire, Explosion and Carbon Monoxide | * Fire fighting equipment provided * LPG Cylinders located in open air clear of sources of ignition and protected from physical damage * LPG Cylinders secured to prevent falling over. * Managed to prevent the build-up of combustible materials in the vicinity * Get advice or assistance from a “Gas Safe” Engineer regarding appliances connections * Appliances & connections visually checked to ensure they are in a sound condition and connected and used in accordance with manufacturers safety instructions. * Access restricted to authorised users. No access to children. | 4 | 2 | 8  MEDIUM |  |
| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Barbeque.**  Fire and Burns | * Access restricted to authorised users only. * No access to children. Parents responsible for children. * Use safety clothing provided * Never leave the barbeque unattended * Fire fighting equipment provided. Bucket of water or sand for emergencies * H&S Policy for Food Safety & Fire Safety apply * Keep away from combustible materials. * Ensure that the BBQ ashes are disposed of responsibly. Do not place them within a wheelie Bin or other similar combustible device. | 3 | 3 | 9  MEDIUM |  |
| **Small Open Fires**  Fire spread and burns. | * Build on open ground on non-peat soil. * Keep clear of other combustibles & vegetation * AVOID burning highly combustible substances * Fire must be adequately supervised at all times * Provide firefighting equipment | 3 | 3 | 9  MEDIUM |  |
| **Security of Stalls**  **(Overnight)**  Assault, Personal injury, Arson. | * Function in a secure area provided with security lighting * Cash and expensive valuables removed to secure storage. * Firefighting equipment provided. * Regular security night patrols undertaken (2 x persons) * Telephone / mobile communication for emergency use * Goods and produce covered and tents & marquees closed | 2 | 2 | 2  LOW |  |

**RISK / PRIORITY INDICATOR KEY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEVERITY (CONSEQUENCE)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (Lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (Major injury / damage, Lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (Fatality / Business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **LIKELIHOOD** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **SUMMARY** | | **SUGGESTED TIMEFRAME** | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | |