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| --- | --- | --- | --- | --- | --- |
| **Hazard / Risk Details:**  Manual Handling, Slips and Trips, Moving equipment, Security (alter stored overnight) | | | | | |
| **Persons Affected:** Clergy, Parishioners, Employees, Volunteers, General Public | | | | | |
| **EVENT ORGANISER APPOINTED:**   * **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** |
| **Exposure to inclement Weather** | * Procession Organiser to check weather forecast. If wet, then parishioners and clergy to wear suitable clothing. * If bad weather is forecast then alternative arrangements must be made to hold the procession indoors or be postponed. * Ensure the location is suitable to hold the event (on a slope, wet grass, poor ground conditions). | 3 | 3 | 9  MEDIUM |  |
| **General Hazards** | * Walk the procession route and identify any pinch points and ensure a trained steward is available to manage the procession at this particular point. * Reduce the time that people are required to stand and consider the use of chairs for elderly and infirm parishioners. * Provide suitable access for wheel chair users and ensure that they have support in case of emergency. * Ensure the stewards know what to do in the event of an emergency by developing an emergency plan complete with telephone numbers, location of the first aid kit, parishioners who have medical training. | 3 | 3 | 9  MEDIUM |  |
| **Slips, Trips and Falls** while erecting and moving equipment and moving chairs and tables. | * 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 |  |

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| --- | --- | --- | --- | --- | --- |
| **Hazard / Risks** | Existing Controls | **Severity**  **of failure** S | **Likelihood**  **Of failure**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Contact with Traffic/Moving Vehicles in the car park** | * Area for use to be cordoned off or clearly segregated.   • Stewards to be tasked to control any traffic  movement. High visibility vest to be worn when marshalling  traffic. | 3 | 2 | 6  MEDIUM | Authorisation system for all vehicles to use the car park.  Car park closed during the parade and service. |
| **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 |  |

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| --- | --- | --- | --- | --- | --- |
| **Hazard / Risks** | Existing Controls | **Severity** S | **Likelihood**  **L** | **Risk**  **Rating**  **L x S** | **Additional Control Measures** |
| **Manual Handling:**  Erecting and moving equipment, chairs, temporary alter. 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. * Erecting and disassembling the temporary alter to be carried out by trained volunteers | 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** |
| **Hand Held Candles:**  Risk of igniting flammable materials, molten wax can cause damage to clothing  and is very hot. | * Purpose-made candles are available and should be used with proper slide-on card drip-trays. * Good quality slow-burning candles should always be used. Cheaper, catering-quality candles will burn down quickly and the flame may get dangerously close to foliage, decorations or other flammable materials such as clothing and person’s hair. * Extra care must be taken with children present. Parents must be informed that Children should not stand too close together, and in particular, not too close behind one another as there is a risk of both clothing and hair being set alight. * Adults should supervise lighting tapers/candles closely. No hand-held candles should be issued to unsupervised children. * Candles must be kept clear of all combustible materials including flammable decorations, foliage and electrical equipment. * Processions while holding candles should be avoided. | 3 | 2 | 6  MEDIUM | # Fire wardens should be standing by to use a fire blanket if required. |

**RISK / PRIORITY INDICATOR KEY**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | |