

RISK ASSESSMENT: SHIPTON-under-WYCHWOOD PARISH COUNCIL FAIR

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Parish Council run Summer Fair planned for Monday 26 th August 2019		
LOCATION:	New Beaconsfield Hall, Station Road, Shipton-under-Wychwood, OX7 6BQ		
NAME OF ASSESSOR(s):	T. Brunsdon (Safety Co-ordinator) and S. Site-Controller		
DATE OF ASSESSMENT:	12 th May 2019		
DATE FOR REVIEW:	12 th August 2019		
APPROVED BY SHIPTON PARISH COUNCIL (2 Signatures)	Signature:	Signature:	Date:
	Name:	Name:	Date:

What are the hazards?	What could go wrong & who could be harmed?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed
Poor / unsuitable weather conditions e.g. rain, thunder and lightning, high winds etc.	Slips, trips and falls due to wet grass or ground. Struck by lightning. Poor visibility for vehicles entering & exiting site. Electrical items outside causing danger. Dog Lure racing too dangerous for dogs. Staff, children and members of the public (MOPs)	<ul style="list-style-type: none"> Regular inspections by marshals to identify any problems caused by weather hazards. Obtain long range weather forecast/keep monitoring Traffic marshals issued with high visibility vests and briefed on suitable clothing to wear. Contingency plan and adverse weather procedure 	<ul style="list-style-type: none"> Consider using Gazebos together outside hall entrance and using inside of hall. Assess whether activities are safe to go ahead in wet weather and /or high winds or ground too wet for racing. Consider whether additional aids such as signage or lighting would assist with visibility Brief fete team on the adverse weather procedures and the contingency plan 	TB	20/8/19	
Very hot weather	Heat exhaustion, sun burn, heat stroke. Staff, children and MOPs, particularly those with health conditions.	<ul style="list-style-type: none"> Thermal comfort risk assessment in place. Adequate areas of shade Breaks rota for marshals and staff running stalls Adequate first aid arrangements in place 	<ul style="list-style-type: none"> Ensure drinking water is available. Ensure all those involved in running the event are briefed on the need to protect themselves against excessive heat/exposure to the sun e.g. application of sun protection cream. 	TB	26/8/19	
What are the	What could go wrong &	What's already being done	What additional controls are	By	By	Date

hazards?	who could be harmed?	to control risks?	needed?	who?	when?	completed
Animals	Loose animals, bites, animal waste	<ul style="list-style-type: none"> • All dogs to be kept on lead unless taking part in 'lure' exhibit. • Adequate signage re leads and waste • Dog waste bags on site. 	<ul style="list-style-type: none"> • Dog waste bags to be supplied at each corner of Dog Lure fencing • Signs for no fouling and dogs on leads at all times on site • Brief marshals as to locations of waste bags 	TB TB	20/8/19 20/8/19	
Finance	No insurance cover	<ul style="list-style-type: none"> • Ensure Council & Hall insurance is current and covers activities • Ensure conditions for Council Insurance are covered 	<ul style="list-style-type: none"> • Carry out annual review 	TB	20/8/19	
Outside companies providing activities and food	Inadequate safety arrangements in place, potential for injury and food poisoning. Staff, MOPs and children.	<ul style="list-style-type: none"> • Check external parties are competent and have appropriate safety arrangements in place: risk assessments, records of equipment maintenance, PAT testing, proof of EU compliance and public liability insurance. 	<ul style="list-style-type: none"> • Set-up an events folder for fete documentation. • Check on the day that stalls and activities are adequately secure 	TB TB	20/8/19 26/8/19	
Insufficient and/or unsuitable first aid cover	Unable to provide first aid cover to potential casualties. Staff, MOPs and children.	<ul style="list-style-type: none"> • Ensure there are sufficient first aid arrangements in place. 	<ul style="list-style-type: none"> • Review existing first aid assessment in light of the planned activities. • Brief fete team on first aid arrangements. 	TB TB	28/4/14 26/8/19	12/5/19
Additional traffic movements entering and exiting Hall premises.	Vehicle collision with pedestrians, particularly with children, visitors and traffic marshals.	<ul style="list-style-type: none"> • Traffic management plan prepared to separate pedestrians from vehicles. • High visibility vests available to issue to marshals 	<ul style="list-style-type: none"> • Ensure adequate numbers of traffic marshals are available to assist at busy times. • Brief all relevant persons on procedures. 	TB TB	20/8/19 26/8/19	
Disposal of waste	Vermin infestation, public hygiene.	<ul style="list-style-type: none"> • Risk assessment and waste disposal procedures 	<ul style="list-style-type: none"> • Ensure sufficient/appropriate recycling disposal units available. • Brief fete team on waste disposal procedures. 	TB TB	20/8/19 26/8/19	12/5/19

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Lack of access for emergency services.	Emergency vehicles unable to access. Possible collision: vehicles/ children/pedestrian	<ul style="list-style-type: none"> • Ensure emergency exits for vehicles as well as for pedestrians are accessible at all times. 	<ul style="list-style-type: none"> • Ensure adequate numbers of traffic marshals are available to monitor and co-ordinate. • Brief fete team/external parties of importance to keep route clear. 	TB TB	20/8/19 26/8/19	
Lost Children	Potential security issues, children getting lost. Children.	<ul style="list-style-type: none"> • Gate marshals not to allow small children to leave site alone or in clear distress. • Child protection procedures and lost children tent (HQ/PA tent) 	<ul style="list-style-type: none"> • Brief fete team on child protection procedures and to escort unaccompanied minors to HQ/PA tent • Assess appropriate levels of supervision 	TB TB	26/8/19 20/8/19	
Electrical equipment	Fire, electrocution. Trip hazards Staff, children and MOPs	<ul style="list-style-type: none"> • Hall's electrical equipment on inventory and up to date with inspections and tests. • Ensure all cables covered 	<ul style="list-style-type: none"> • Check portable appliance test records for outside organisations. • Ensure evidence of electrical safety to be added to events folder • Brief team on adverse weather & electrical safety procedures. 	TB TB TB	20/8/19 20/8/19 26/8/19	
Fire e.g. started by barbeque, food stalls	Burns, scalds, fire, Staff, children, and MOPs.	<ul style="list-style-type: none"> • Fire extinguishers • Fire safety procedures 	<ul style="list-style-type: none"> • Review fire safety procedures • Cordon off area • Extra supervision • Brief marshals to make regular check to ensure area clear of rubbish/trip hazards. • Brief fete team on procedures 	TB TB TB TB TB	20/8/19 26/8/19 20/8/19 26/8/19 26/8/19	
Surface of field/playground (potholes, uneven surfaces)	Slips, trips, falls Children, staff, MOPs.	<ul style="list-style-type: none"> • Any defects found are remedied prior to the event • Defect reporting procedure • Grass to be cut week prior to event 	<ul style="list-style-type: none"> • Inspect areas in advance • Marshals to inspect areas on day. • Produce an inspection checklist • Instruct fete team on the defect reporting procedures. • Green Scythe to be instructed to 	TB TB TB TB TB	26/8/19 26/8/19 20/8/19 26/8/19 20/8/19	

			cut grass			
Poor food hygiene	Food poisoning –MOPs, staff, children.	<ul style="list-style-type: none"> • Clearance to use kitchen, fridges etc. 	<ul style="list-style-type: none"> • Ensure food preparers/suppliers have a current food hygiene certificate. 	TB	20/8/19	

REVIEWS AND REVISIONS

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Headteacher	Date of next review