

## RISK ASSESSMENT: SHIPTON-under-WYCHWOOD PARISH COUNCIL FAIR

<b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b>	Parish Council run Summer Fair planned for Monday 26 <sup>th</sup> August 2019		
<b>LOCATION:</b>	New Beaconsfield Hall, Station Road, Shipton-under-Wychwood, OX7 6BQ		
<b>NAME OF ASSESSOR(s):</b>	T. Brunsdon (Safety Co-ordinator) and S. Site-Controller		
<b>DATE OF ASSESSMENT:</b>	12 <sup>th</sup> May 2019		
<b>DATE FOR REVIEW:</b>	12 <sup>th</sup> August 2019		
<b>APPROVED BY SHIPTON PARISH COUNCIL (2 Signatures)</b>	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"> <li>Regular inspections by marshals to identify any problems caused by weather hazards.</li> <li>Obtain long range weather forecast/keep monitoring</li> <li>Traffic marshals issued with high visibility vests and briefed on suitable clothing to wear.</li> <li>Contingency plan and adverse weather procedure</li> </ul>	<ul style="list-style-type: none"> <li>Consider using Gazebos together outside hall entrance and using inside of hall.</li> <li>Assess whether activities are safe to go ahead in wet weather and /or high winds or ground too wet for racing.</li> <li>Consider whether additional aids such as signage or lighting would assist with visibility</li> <li>Brief fete team on the adverse weather procedures and the contingency plan</li> </ul>	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"> <li>Thermal comfort risk assessment in place.</li> <li>Adequate areas of shade</li> <li>Breaks rota for marshals and staff running stalls</li> <li>Adequate first aid arrangements in place</li> </ul>	<ul style="list-style-type: none"> <li>Ensure drinking water is available.</li> <li>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.</li> </ul>	TB	26/8/19	
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Animals	Loose animals, bites, animal waste	<ul style="list-style-type: none"> <li>• All dogs to be kept on lead unless taking part in 'lure' exhibit.</li> <li>• Adequate signage re leads and waste</li> <li>• Dog waste bags on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Dog waste bags to be supplied at each corner of Dog Lure fencing</li> <li>• Signs for no fouling and dogs on leads at all times on site</li> <li>• Brief marshals as to locations of waste bags</li> </ul>	TB  TB	20/8/19  20/8/19	
Finance	No insurance cover	<ul style="list-style-type: none"> <li>• Ensure Council &amp; Hall insurance is current and covers activities</li> <li>• Ensure conditions for Council Insurance are covered</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out annual review</li> </ul>	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"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Set-up an events folder for fete documentation.</li> <li>• Check on the day that stalls and activities are adequately secure</li> </ul>	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"> <li>• Ensure there are sufficient first aid arrangements in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Review existing first aid assessment in light of the planned activities.</li> <li>• Brief fete team on first aid arrangements.</li> </ul>	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"> <li>• Traffic management plan prepared to separate pedestrians from vehicles.</li> <li>• High visibility vests available to issue to marshals</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure adequate numbers of traffic marshals are available to assist at busy times.</li> <li>• Brief all relevant persons on procedures.</li> </ul>	TB  TB	20/8/19  26/8/19	
Disposal of waste	Vermin infestation, public hygiene.	<ul style="list-style-type: none"> <li>• Risk assessment and waste disposal procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient/appropriate recycling disposal units available.</li> </ul>	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"> <li>• Ensure emergency exits for vehicles as well as for pedestrians are accessible at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Brief fete team on waste disposal procedures.</li> <li>• Ensure adequate numbers of traffic marshals are available to monitor and co-ordinate.</li> <li>• Brief fete team/external parties of importance to keep route clear.</li> </ul>	TB  TB	20/8/19  26/8/19	
Lost Children	Potential security issues, children getting lost.  Children.	<ul style="list-style-type: none"> <li>• Gate marshals not to allow small children to leave site alone or in clear distress.</li> <li>• Child protection procedures and lost children tent (HQ/PA tent)</li> </ul>	<ul style="list-style-type: none"> <li>• Brief fete team on child protection procedures and to escort unaccompanied minors to HQ/PA tent</li> <li>• Assess appropriate levels of supervision</li> </ul>	TB  TB	26/8/19  20/8/19	
Electrical equipment	Fire, electrocution. Trip hazards  Staff, children and MOPs	<ul style="list-style-type: none"> <li>• Hall's electrical equipment on inventory and up to date with inspections and tests.</li> <li>• Ensure all cables covered</li> </ul>	<ul style="list-style-type: none"> <li>• Check portable appliance test records for outside organisations.</li> <li>• Ensure evidence of electrical safety to be added to events folder</li> <li>• Brief team on adverse weather &amp; electrical safety procedures.</li> </ul>	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"> <li>• Fire extinguishers</li> <li>• Fire safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Review fire safety procedures</li> <li>• Cordon off area</li> <li>• Extra supervision</li> <li>• Brief marshals to make regular check to ensure area clear of rubbish/trip hazards.</li> <li>• Brief fete team on procedures</li> </ul>	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"> <li>• Any defects found are remedied prior to the event</li> <li>• Defect reporting procedure</li> <li>• Grass to be cut week prior to event</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect areas in advance</li> <li>• Marshals to inspect areas on day.</li> <li>• Produce an inspection checklist</li> </ul>	TB TB TB TB	26/8/19 26/8/19 20/8/19 26/8/19	

			<ul style="list-style-type: none"> <li>• Instruct fete team on the defect reporting procedures.</li> <li>• Green Scythe to be instructed to cut grass</li> </ul>	TB	20/8/19	
Poor food hygiene	Food poisoning –MOPs, staff, children.	<ul style="list-style-type: none"> <li>• Clearance to use kitchen, fridges etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure food preparers/suppliers have a current food hygiene certificate.</li> </ul>	TB	20/8/19	

**REVIEWS AND REVISIONS**

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