

THE GREAT GET TOGETHER – 24 JUNE 2018 :: BASIS FOR RISK ASSEMENT

Hazard	High/ Medium/ Low	Management of Risk	Notes
Vehicle movements – potential injury and collision with other vehicles.			<p>Although there will be no car parking on the car park, the participants may wish to use the car park for unloading prior to the event and collection afterwards.</p> <p>The gate is not sufficiently wide for two cars to pass each other.</p>
Use of outside grassed area to rear of hall			<p>This is public open space and is the Borough Council's responsibility.</p> <p>Anyone using this area would do so at their own risk and the Parish Council's insurance would not cover any injuries or damage to property.</p>
Lack of access for emergency services		Ensure that the gateway is clear at all times.	
Fire		<p>There are fire extinguishers throughout the hall and there is a fire assembly point, marked, in the car park.</p> <p>As there is no telephone in the hall, a mobile phone will need to be used to call the Fire Service.</p>	
Insufficient or no first aid cover.		<p>There is a first aid kit in the kitchen and this will be re-stocked prior to the event.</p> <p>In addition, could either use designated qualified first-aiders or ask outside organisation to provide cover on the day, e.g St John Ambulance or British Red Cross.</p>	
Welfare – slips/trips/falls	Low	The car park surface is even and should not be a cause of injury.	
Poor supervision of the event and children		Possibly designate a Member of the Parish Council as overall supervisor.	
Electrical equipment (brought in by musicians)		<p>The electricity supply in the hall is regularly tested and is up to code, but it might be prudent to test the portable equipment brought in by the participants.</p> <p>This would require employing an electrician for part of the day to test before the event commences.</p>	

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Excessive noise causing disturbance to neighbouring properties.		The noise cannot be managed, but it would be prudent to notify neighbouring properties of the event, as a courtesy.	The Clerk has contacted Environmental Health for advice in respect of minimising nuisance for neighbours.
Disposal of waste		The industrial waste bin can be unlocked for the day so that all waste can be disposed of throughout the event.	
Poor Food Hygiene. Food poisoning, other illnesses or nut allergies.		Perhaps require that people handling and preparing food should have a basic food hygiene certificate.  All food ingredients to be free of peanuts.	