**Risk Assessment for**

**The Stour Valley Lions Club**

All participating Lions and Helpers will be required to read this Risk Analysis summary - and agree to abide by its requirements in order for us to meet the Club’s ‘duty of care’ needs and minimise the risks to everyone involved. This Assessment is written as a worst-case scenario and will comply with current Government Guidelines relating to Event Health & Safety precautions on the day.

Please note that there is no risk-free procedure to protect against Covid-19 and other infectious agents… these procedures listed *reduce* the probability of infection only; they are not likely to cover all scenarios and each trader and member of the public should consider their own unique circumstances for their own protection and that of others.

**Named Persons and contact details**

Health and Safety Office: Judith Jackson 07957 860937

Logistics Officer: Sue Jeffries 07828 893903

Child Protection Officer Paul Macpherson 07725 105677

President Duncan Cashmore 07984 986350

Project Manager: Sue Bains 07969868450

|  |  |  |
| --- | --- | --- |
| **Event:** Stour Valley Lions Food Festival 2024**Date: 8th September 2024** | **Final Assessment Date/Time:** 25/06/2023 | **Assessors name:**Updated by Sue Bains and Graham Thomas |
| **Last Reviewed:** SB 18/4/2023 | Signature: GT and SB |  |

| **Hazard** | **Potential Risk** | **Risk** | **Probability** | **Control Measures** | **Changes required/Recommendations** |
| --- | --- | --- | --- | --- | --- |
| Erection of ‘advanced notice banner’ across road | * Suitability of banner i.e. deterioration – collapse of banner during high winds
* Suitability of wall fixings and fit for purpose.
* Injury during erection and dismantling
 | 444 | 221 | * Check condition of banner prior and after event
* Check stability prior to fixing.
* Erection/removal carried out by
 | * Use cherry picker with Lions controlling traffic
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| Vehicles parked in area of event prior to erection of stallsPrevention of vehicles entering areaPedestrian movements from The Bury to Sheep St. | * Vehicles moving when market stalls being erected.
* Vehicles entering area during preparation and during actual event.
* Sheep St vehicles may cause pedestrian hazard from 09.00 and after 16.00
 | 443 | 32 2 | * Erect advanced notices of road closures up to 5days prior.
* Erect road closure signs at relevant locations – place Lions (with tabards) to ensure vehicles do not enter whilst preparations being made
* Seek assistance from local police to close road.
* Erect advanced notices of pedestrians and advise pedestrians of Sheep St traffic
 | * Lions can only advise vehicles not to enter working area. Request police to be in attendance.
* Police requested to review risk assessment.
* Warning signs should be sufficient as this is **not** a new hazard for the town centre. Marshals will direct traffic as required.
 |
| Erecting and dismantling ‘market stalls’ | * Injury to erectors/dismantlers
* Collapse of stalls during event
* Injury to erectors/dismantlers
 | 333 | 212 | * Propriety interlocking stands used.
* Erected by specialist experienced company.
* Lighting fittings checked by qualified electrician.
* Pedestrians and traffic are controlled by designated marshals.
 | * Lions and stewards in fluorescent tabards can advise vehicles and pedestrians not to enter working area while stalls are erected and taken down.
* Specific marshal attends who warns traffic and pedestrians to stay clear of the vicinity.
* All work ceases if a pedestrian or vehicle enters high risk zone.
* All electrics are checked by a qualified electrician and are tested properly and safely.
 |
| Stallholders’ vehicles entering area to offload prior to event and load after event | * Injury caused by vehicle movement
 | 4 | 2 | * Inform stall holders of time ‘window’ constraints for vehicles to enter and leave area and provide location of their stall prior to event
 | * All Stall holders notified with copy of street layout plan and plan of one-way system from West Street to Church Street.
* Steward supervises all vehicle movements and advises stallholders.
 |
| Location of stall/ entertainment | * Access for emergency vehicles
* That accesses are not blocked or create bottleneck to public
 | 33 | 22 | * Prepare layout of stalls and entertainment prior to event
* Ensure emergency vehicles have access into area
* Notify emergency services of time and date of event
 | * Notify emergency services of access locations in Event program
 |
| Risks created by stall holders/ entertainment. | * Using dangerous appliances/equipment
 | 4 | 3 | * Inform stall holders prior to event of their responsibilities.
* Send notice to stall holders covering all cabling and appliances must be PAT tested (Portable Appliance Tested) and display a sticker showing an appliance number, a test date and a retest date along with a signature or initials. Items purchased in the last 12 months will be exempt from this testing only if proof of purchase can be shown.
* H & S requirements plus Lions disclaimer
 | * Inspection performed before and during the event by Lions Safety Officer
* Qualified electrician will check electrical connections for stall lighting and water urns for mulled wine.
 |
| Entertainment | * Danger created by moving equipment
 | 4 | 2 | * Check the requirements of each entertainer, if they are utilising dangerous equipment ensure they have taken the necessary precautions. Or check what assistance they may require from event organisers.
* Ensure location of potentially dangerous equipment is carefully located where such danger is minimised
 | * Generator for carousel and another for candy floss vehicle if present. Owners are experienced and have provided evidence of 3rd party insurance.
* Lions will been nominated to oversee set- up/ positioning that will subsequently be checked by Safety Officer
 |
| Queues for Pig Roast | * Ensure that Queues do not create obstructions
 | 2 | 1 | * Stewards (with tabards) appointed to organise queues at critical locations.
* Ensure Lions are correctly briefed on their duties
 | * Detailed in Lions Club ‘Who Does What’ document to be distributed in August 2023.
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| Incidents involving children and vulnerable individuals | * Incidents reported by parents or others
 | 4 | 2 | * Child Protection Officer and President must be notified at the earliest opportunity
* Procedure outlined in the Lost Children/ Vulnerable People Policy
 | * Emergency phone numbers available for immediate help
* All Lions have been advised of procedure.
* First Aiders will be in attendance throughout the event with an ambulance.
 |
|  Lions involved with event | * To avoid potential unforeseen dangers
 | 4 | 2 | * Ensure all Lions are fully aware of their duties for the event.
* Lions and helpers involved in any supervision i.e. queues should be readily identifiable with the wearing of Club tabards or similar
 | * Emergency phone numbers available for immediate help.
* Risk Assessment and “Who Does What” document fully circulated to all Lions and helpers
* Phone numbers distributed
 |
| Pig Roast | * Preparation of pig roast

Potential dangers to public* Cutting of pig roast and relevant dangers
* Hygiene and
* Handling food
 | 4565 | 2232 | * Appoint specialist company to cook pig
* Ensure area is protected from public ingress and is hygienic.
* Handwashing facility required.
* Only to be carried out by specialist company
* All involved must wear appropriate clothing and meet hygiene standards\*
* All servers to wear appropriate PPE gloves.
* Ensure those collecting money are **not** handling food
 | * \*All food and beverage handling stallholders are required to confirm their compliance with the requirements of Regulation (EC) No 852/2004 and the Food Safety and Hygiene (England) Regs. 2013. Before the event.
* *Confirmation will acknowledge that they have read, understood and comply with the provided, attached* ***Guidance on Compliance with Food Hygiene and Safety Requirements for Food Stalls and Marquees***which essentially meets Safety Policy requirements.
* All stallholders must be provided with copy of Risk Assessment for the event.
 |
| Safety Supervision of event | * To avoid potential unforeseen dangers
 | 5 | 3 | * Appoint organising committee to ensure detailed preplanning and that all those involved in the event are aware of their duties.
* Appoint Lion Project Manager to oversee and direct the event from setting up to clearing away.
* Appoint co-ordinators to supervise specific sections as deemed appropriate
 | * Lions Club Safety Officer will inspect site event safety arrangements before and during the event taking appropriate action as required.
* Security patrols (Stewards) will be continual during the Event.
* Project Leader has issued list of duties for all Lions “Who does What” and other helpers present and will be present throughout.
 |
| Emergency action | * Injury to individuals or another emergency event
 | 5 | 2 | * Safety Officer, Project Leader, Child Protection Officer and Deputies will carry mobile phones and/or Walky Talkies
* Lions stewards to direct/control public until professional assistance arrives
* President should be notified at the earliest opportunity.
* Insurance reports must be completed within 24 hours of the event
 | * Recommend police in attendance.
* Police have indicated their wish to be present but unable to commit in accordance with Warwickshire policing policy.
* First Aiders in Attendance and written advice given to all Lions on procedure in the event of an injury.
* An Emergency Procedures Document is available for all members to read before the event.
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| Insurances | * Compliance with requirements of Lions insurance policy
 | 3 | 2 | * President to review insurance policy and advise Safety Officer as required.
* Contact Lions insurance as necessary to ensure compliance
 | * All stallholders have been requested to provide evidence of liability insurance cover before the event by providing copy of current certificates.
* Stallholders to certify compliance with all relevant current Food and Drink Handling Regulations and Hygiene Regulations.
 |
| Covid-19 Infection linked risks. | * Spread of COVID-19 through proximity to infected person(s) due to breaking 1m social distance rules.
 | Serious illness / death | Medium to high among visitors | * Masks may be worn if required, by all Lions and helpers with social distancing advised as far as possible
 | * Visitors advised to **stay away** if feeling unwell.
* All visitors are advised to socially distance and wear a face mask if their health is vulnerable. Otherwise, any government regulations on the day will be complied with.
* Hand sanitiser is available on stalls if required.
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| Personal Hygiene in public toilets.Food and Drink consumption | * Spread of COVID-19 and other disease through proximity to infected person(s)
 | Serious illness / death | Medium to high among visitors and Lions and helpers | **Government regulations will be complied with as necessary and available on the date** *https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/***, with following recommendations:*** Wash your hands with soap and water often for at least 20 seconds.
* Use hand sanitiser gel if soap and water are not available.
* Wash your hands regularly throughout the day and use paper towel to dry hands
* Use hand sanitiser regularly throughout the day.
* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Dispose of tissues in appropriate waste receptacles as quickly as possible.
* Maintain any social distancing and/or Mask wearing regulations in effect on the date
* Do not touch your face or eyes if your hands are not clean
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| Lions, helpers and Visitors who may have been exposed to the Covid-19 virus |  |  |  | * Web site recommendation for no visitors to come to the festival if suffering from any of the symptoms of Covid-19
 | * If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for five days. If you develop symptoms, you should stay at home for five days from the start of your symptoms.
* You must follow the government generic guidance on coronavirus. *https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/*
 |
| Emergency Evacuation | * Terrorist threat
* Pandemic linked threat
 | 5 |  1 | * Stewards wearing fluorescent tabards will be stationed to guide visitors to safe dispersal routes.
* PA announcement in the event of need for orderly evacuation from Shipston on StourTown Centre.
* Emergency services will be called
 | * **Emergency Procedures Document**
* **Lost Child / Vulnerable Person Policy**
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**Risk Evaluation**

**Severity/Consequence**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** |  | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

**LIKELIHOOD**

1 - **Remote** - e.g. it is not expected this will ever happen

2 - **Improbable** - e.g. do not expect it to happen, but is possible

3 - **Possible** - e.g. may occur occasionally

4 - **Probable** - e.g. will probably occur but is not a persistent issue

5 - **Very likely** - e.g. likely to occur on many occasions

**SEVERITY/CONSEQUENCES**

1 - **Minor** - e.g. minor first aid/minor property damage

2 - **Severe** - e.g. lost time injury/repairable property damage

3 - **Major** - e.g. long-term absence (> 6 months)/property

 damage requiring replacement

4 - **Fatal/Partial loss of a building**

5 - **Multi-fatal/Complete loss of a building**

**RISK RATING = LIKELIHOOD x SEVERITY**

8 or less… **Low risk** action as soon as practicable

8 – 16… **Significant risk** action within one month

16 – 25… **High risk** immediate action