

SOCIAL EVENT - HEALTH AND SAFETY RISK ASSESSMENT FORM

Section 1 – Event details

Event Name	Manuden Scarecrow Trail and Jubilee Picnic	Date of Event	03/06/22-05/06/22 and 05/06/22	Event Organizers	Scarecrow Trail Committee And PC sub committee
Location	Manuden Village Community Centre and Manuden Village	Time of Event	10.00-16.00 on Friday/ Saturday 10.00-12.00 Sunday 13.00 - 17.00 Sunday	Health & Safety Assessor	Nerys Barrow & Hannah Barraclough. Reviewed by Charles Bartram (Manuden Parish Council) and Valerie Bartram
		Insurance Provider	Manuden Village Community Centre – to cover the public liability within the confines of the MVCC. Manuden Village – Covered under the Manuden Parish Council. with Zurich Bouncy Castle – Contractor will cover liability arising from faulty equipment.	Date of Assessment	Scarecrow Trail Committee Parish Council Jubilee Committee 25/05/22
				Permission for Event	Parish Council

Section 2 - Identify hazards - consider all the activities within the social event

Hazards	Level of Risk
Large number of public crossing roads	Mod
Slips/ trips and falls along the trail	Low
Weather extremes (as this is an outdoor event)	Low

Bouncy Castle (as provided by outside contractor)	Low
Provision of refreshments/ food at the MVCC following trail	Low
Kitchen Safety/ Fire Safety	Low

Section 3 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees		Contractors	X	Public/ visitors	X
Children	X	Members of organizing committee	X		

Name of Community Event :	Manuden Scarecrow Trail and Platinum Jubilee	Start Date of Event:	03/06/22-05/06/22
Name of Risk Assessor:	Nerys Barrow/ Manuden Trail Committee Members Manuden Parish Council and Manuden Village community Centre (MVCC)	Date of Review:	01/06/22(Final Review)

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
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1	Management of Safety risks during the events and clear communication of responsibilities.	Members of Public Volunteers Contractors	<p>Produce a safety policy statement that describes how the event committee intends to manage safety; who has specific responsibilities; and how these will be carried out. This is detailed in this risk assessment.</p> <p>Ensure that Public Liability Insurance covers the event. This will be covered by Manuden Parish Council for all activities outside the MVCC boundaries.</p> <p>All activities within the MVCC building will be covered by the MVCC Public Liability insurance.</p> <p>The equipment hired for the event from an outside body or organisation (e.g. inflatables) should provide written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event. - Bouncy Castle.</p>	Medium	<p>Ensure responsibilities are shared and agreed among committee members prior to event. Recommendations from this risk assessment should be implemented as specified.</p> <p>Ensure copies of the documents are available onsite during the event.</p> <p>All activities within the MVCC, should follow the MVCC policies and guidance e.g. for fire safety/escapes and first aid points.</p>	Low
2	Vehicle movement and crossing of road by pedestrians through the village (including children).	Members of public Volunteers	<p>Members of public are informed that they will be required to cross the main road through the village at set points, in order to follow the trail and any children/ those requiring assistance to cross the road, are the responsibility of the accompanying adult.</p> <p>Access to an overflow car park at the MVCC, will interject with the scarecrow route. This interjection point and the overflow carpark must have a Steward present at all times during the event, to ensure safe crossing at this point. As noted above children are the responsibility of their accompanying adult.</p>	Med	<p>The organizers will arrange the placement of scarecrows to minimize road crossings.</p> <p>The organizers will plan the trail to ensure road crossing are advised at 'safe points', where there is a clear view of oncoming traffic from both directions i.e. away from bends in the road.</p> <p>The trail map will advise of the safest points to cross the road and highlight the access point to the</p>	Low

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					<p>overflow car park, where there is potential to have cars parking.</p> <p>Scarecrows will be positioned, where visitors can safely see the attached clues i.e. next to a footpath and not directly on a roadside.</p>	
3	<p>Slip, Trips and Falls</p> <p>E.g. Injuries arising from slips, trips and falls along pedestrianized trail route.</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>Organizers will have carried out a pre-event route visit to ensure that the area is suitable to hold event and there are no obvious trip hazards along trail route.</p>	Low	<p>Event Organizers to carry out walk through/ visual inspection (prior to start of event) to ensure obvious hazards are highlighted to the public.</p>	Low
4	<p>Weather Issues</p> <p>E.g. extremes of weather can cause ill-health such as sunburn</p>	<p>Members of Public</p> <p>Volunteers</p>	<p>As this is an outdoor event, it is the responsibility of the visiting public to bring appropriate weather dependent clothing to the event.</p> <p>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, torrential rain, etc)</p> <p>Ensure there is an adequate supply of water to prevent dehydration, in event of extreme heat.</p>	Low	<p>Volunteers/organizers, to highlight any obvious risks associated with weather on the day, to the visitors. This information should be given at the point of trail map distribution e.g. importance of hydration and avoiding sunburn. This can take the form of a written leaflet that can be read by the public.</p>	Low

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5	Bouncy Castle – injuries caused by/on the equipment	Members of Public	<p>The castle will be set up by a competent person each day, as per manufacturers instructions. The castle should be inspected prior to use by a competent person and thereafter be visually inspected by the supervising volunteer, for any obvious damage prior/ periodically during use. Any damage should be reported immediately to the manufacturer. If the damage affects the operating of the equipment, it should cease being used immediately.</p> <p>The Bouncy Castle will be supervised by a responsible adult whom has been nominated to do this solely.</p> <p>Any actions/ movements which could cause injury to other users of the Bouncy Castle will be prohibited and enforced by the supervisor. Furthermore, if the behavior of an individual continues to place others at risk of injury, the supervisor can prohibit the individual from using the equipment further.</p> <p>All individuals whom use the equipment, should be advised that they do so at their own risk. This will be in written format next to the Bouncy Castle.</p>	Med	There will be a restriction to the number of children allowed on the Bouncy Castle, which will be enforced by the supervising adult. The guide regarding the maximum number of children will be discussed and agreed with the Bouncy Castle contractor.	Low

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6	Safe provision of refreshments at the MVCC	Volunteers Members of Public	<p>Organizers/volunteers serving food, to ensure that appropriate food safety measures are to be taken, including use of tongs for food handling, avoid rushing and attaching lids to hot beverages (if in take away cups).</p> <p>Hot beverages will be served in china cups/mugs and are the responsibility of the purchaser once the cup has been taken away from the serving table/kitchen.</p> <p>Must wash hands if duties change from food handling to handling of money, using hand washing facilities at the community center.</p> <p>Food will be served on china plates, or napkins, or boxes, dependent upon visitors eating at the MVCC or taking food away.</p>	Low	<p>Ensure food is handled minimally using gloved hands or cutlery.</p> <p>Those serving food should avoid handling money simultaneously.</p>	Low
7	Fire/emergency at the Manuden Village Community Centre.	Volunteers Members of Public Contractor	<p>A fire/evacuation plan for the hall will be present and have been completed by the MVCC manager. The volunteers serving refreshments and supervising the Bouncy Castle should be aware of the evacuation plan, including how to raise the alarm, escape from building and where the assembly point is located.</p>	Low		Low

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8	Kitchen Safety e.g. handling of hot beverages & first aid	Volunteers Members of Public	<p>One person (max. two persons if necessary) to be allocated to working in the kitchen making hot beverages. This aims to minimize potential collisions/accidents.</p> <p>Public accept responsibility for hot beverage when received over the counter.</p> <p>A volunteer should be highlighted as the ‘appointed person’ on each shift covering the event. This person should be the point of contact, to advise regarding location of first aid kit or to call for emergency services if the injured person or accompanying adult requests this. This person should have access to the full address of the premises, in order to give correct information to emergency services if required.</p>	Low	<p>Children/adults should be advised not to run/leave obstructions in the pathways, where food is being served/consumed, to prevent trip hazards.</p> <p>An ‘appointed person’ should be, one which is based at the MVCC, aware of their duty, have access to a phone with reception, be aware of the location of the First Aid box and have access to the full address of the MVCC (for emergency services).</p> <p>The First Aid Box is located in the main kitchen near the sinks. There is also a automated defibrillator on site, with written instructions if deemed appropriate or advised by emergency personnel.</p>	Low

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9	Minimizing risk of Covid transfer, as per government guidance of 'Living with Covid'.	Volunteers and Members of the Public	<p>The majority of this event if held outdoor, however the initial selling of maps, refreshments and some child activities will be held within the MVCC main hall. As it is not always possible to know if another is infected, measures can be taken to minimize the risk of transferring the virus. These have all be set out in the government policy of 'Living with Covid'.</p> <p>Ensure the hall is well ventilated, by ensuring the main doors and any windows are open.</p> <p>There should be access to, hand washing facilities (in the MVCC toilets) and hand sanitizer at the entry and exit points.</p> <p>All hard surfaces (tables), used by Members of the public should be cleaned, using an appropriate hard surface cleaner at regular intervals.</p> <p>It is at the discretion of an individual if they wish to wear a face mask while inside and thus should bring their own masks.</p>	Low	<p>Any Volunteer whom is feeling unwell or whom are experiencing any symptoms of Covid, should not undertake volunteering duties at the event.</p> <p>Regular handwashing should be maintained, at appropriate times e.g. after coughing/sneezing, if handling items or touching surfaces that have been held/touched by many others e.g. chairs/books.</p> <p>Follow guidance as found in point 6 - Food Hygiene.</p> <p>Posters will be placed within the MVCC to remind volunteers and the public of the need to wash hands or sanitize.</p>	Low

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10	Vintage Car Display	Members of Public Volunteers Car owners	Drive carefully to allocated position on the site plan to park their cars	Low	Owners to supervise viewing and to marshal the area	Low
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11	BBQ	Members of public Volunteers	Position according to site plan Notices to say consume at your own risk Prepare and cook food in a hygienic manner Use paper serviettes and plates Allow hot embers to cool Servers not to handle any money	Medium	Use ticket system to purchase food Mark a safe distance from hot embers	Low

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12	Stalls and displays. Demonstrations	Volunteers Members of the public	All gazebos to be firmly fixed with no trip hazards Tables and display boards to be carefully put out. Setting up	low	Stall holders to check Take notice of inclement weather conditions	Low
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13	On site hazards-- Slips, trips and falls.	Volunteers Members of the public	Jubilee committee to consider potential hazards Parents to supervise their own children	Low	Designated person to call emergency services with details of how to find MVCC First Aid kit in the kitchen Defibrillator available at MVCC	Low
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14	Games and activities	Volunteers Members of the public	Spread along the perimeter of the site according to the plan. Controlled and run by volunteers	Medium	Members of public taking part do so at their own risk and must listen to and follow the rules of each event	Low

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15	Fire	Volunteers Members of the public	Evacuation of MVCC	low	Safety measures as set up by MVCC	Low

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16	Inclement weather- -high winds, rain, Hot sun	Volunteers Members of the public	a) Rain and wind--picnic and stalls to move inside the MVCC. Games to be cancelled b) Hot sun---people advised to wear head coverings and to use Suntan lotion. Find shade to sit in. Water available.	Low	a) Volunteers to advise the public if there is a need to move indoors. b) Volunteers to advise visitors to be 'sun-aware'.	Low

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17						

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18						

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19						

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20						

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21						

Address - Manuden Village Community Centre
David Collins Drive
Manuden Herts CM23 1EH

SUN SAFETY

Clothing

Cover up. Ordinary clothing made from close-woven fabric, such as a long-sleeved shirt and jeans, will stop most of the UV.

Wear a hat. A wide-brimmed hat will shade your face and head, the areas which suffer most from sunlight.

Sunscreens

Hats and other clothing are the best form of protection, but sunscreen creams and lotions can add useful protection for parts of your body that are not easy to shade from the sun. Look for a sun protection factor (SPF) rating of 15 or more as it protects against UVA and UVB. For babies/toddlers/children a SPF of at least 30, applied 20 minutes before exposure to the sun and reapply 2 hourly.

Read the supplier's instructions on how it should be applied. Don't forget the backs of your hands.

What can I do to protect myself?

Even if your skin is not fair and freckled, you should still be particularly careful while you are outside in the summer in the three or four hours around midday. The sun is most intense at these times. Even on cloudy days, UV can filter through.

Some Dos and Don'ts to avoid the dangers are:

- Do try to avoid the mild reddening of the skin, which is a sign of skin damage as well as being an early sign of burning.
- Don't be complacent; get to know your skin's most vulnerable areas (eg back of neck, head) and keep them covered.

Dehydration

Ensure you drink plenty of water while out on the trail. Children and the elderly are most at risk of dehydration, thus ensure you have regular breaks for water/rest.

LIABILITY

- We take no responsibility or liability, so far as legally possible, for any accidents/ injuries incurred on this Bouncy Castle.
- The supervision of children is ultimately the responsibility of their accompanying adult (parent/ care giver/ grandparent).

Thank you for your cooperation.