NETHER WALLOP PARISH COUNCIL	NDP PUBLICITY EVENT	Version:	1	Adopted Date:	24/8/20	Review Date:	Next
RISK ASSESSMENT		Date:	Aug-20	Minute no.:	157.6		event
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The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) Hazard Severity x Likelihood of Occurrence = RISK.

		Hazard Severity (Impact)	Likelihood of Occurrence (Odds)					
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.			
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.			
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or	3	Quite	Incident will only happen if several factors are present.			
		more individuals , or property damage resulting in a temporary		Possible				
		interruption to business activities with some financial loss.						
4	High	Possible fatality or serious injury to an individual. Longer term	4	Likely	Regular incidents occur, but no injury. May result in injury with additional			
		interruption to business and/or high financial costs.			factors introduced.			
5	Very High	Multiple fatality and/or destruction to work environment. Long term or	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common			
		permanent business interruption and/or very high financial costs.			occurrence.			

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

	ı		ntial S MPA		ty	1-5	Low Risk	Tolerable	Little or no action required
Likelihood	1	2	3	4	5				
(ODDS)	2 6 0 12 15		6-9	Medium	Unacceptable	Some action required and monitor during event.			
	3 6 9 12 15			Risk					
	4	8	12	16	20	10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within
	5 10 15 20 25					24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk			
		, ,							whilst it is assessed.)

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Usual use of hall	Slips and trip and fire hazard	Everyone	See usual Risk Assessment as available to all hall users.	3	1	3	Risk Assessment to be made available.	Organisers
Entering hall	Contracting Covid-19	Everyone	All persons entering and using the hall to wear face-masks. Hand sanitizer to be available.	4	2	8	All organisers to ensure masks are worn and spares to be provided.	Organisers

Walking around the display	Maintaining 2m distances and not crossing paths with others.	Everyone	One way system to be put in place and the floor marked with arrows. Displays to be at least 2m apart around the hall. Tape to be used to cordon off areas where people may cross. Staggered entry to exhibition. No entry	3	1	3	Set up to be as per approved documented plan.	Organisers
Picking up questionnaire and postcards and pens.	Contracting Covid-19	Everyone	New pens to be made available. Postcard questions to be displayed in an easy to pick up fashion. Tables to be disinfected regularly.	4	1	4	Monitoring throughout event. Cleaning and tidying to take place as required.	Organisers
Drinks and refreshments Public	Contracting Covid-19	Everyone	No refreshments to be made available to the public.	4	1	4	Kitchen to be out of bounds to the public.	Organisers
Drinks and refreshments Organisers	Contracting Covid-19	Organisers	People to bring their own refreshments and use their own equipment and take responsibility for their own safety.	4	1	4	Bring own drinks and sanitizer.	Organisers