

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	COFFEE & CAKE STALL AT THE VILLAGE GREEN	Version: Date:	2 Oct-21	Adopted Date: Minute no.:	11-Oct-21 5847	Review Date:	Oct-22
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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 more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common 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.

Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required
	1	2	3	4	5				
	2	4	6	8	10				
	3	6	9	12	15				
	4	8	12	16	20				
	5	10	15	20	25				
						6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
						10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 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
THIS RISK ASSESSMENT IS TO BE READ IN CONJUNCTION WITH THE GENERAL VILLAGE GREEN RISK ASSESSMENT WHICH IS PUBLISHED ON THE NOTICE BOARD.								
Serving Hot Drinks	Burns from hot liquids due to accidental spills	Volunteers / Organisers	All drinks to be poured on a table so that no-one is holding cups/containers	2	2	4	Maximum two people to be pouring hot liquids	Organisers monitor
		Public receiving drinks	Containers holding hot liquids are not to be given to children under 10 yrs old. Seniors to be assisted to carry drinks to a seat / table	2	2	4	All helpers to be aware of those receiving hot drinks.	All helpers and volunteers

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Food consumption	Food poisoning	Everyone	Food to be kept chilled where possible and not left in direct sunlight.	3	2	6	Food hygiene guidelines to be complied with.	Organisers to make volunteers aware.
Transporting food at site	Slips / Trips due to uneven ground	Everyone	Persons concerned with carrying food / drinks to be accompanied by someone to ensure they are aware of any obstacles.	2	3	6	Carrying food to tables to be carried out in pairs if possible.	Organisers to make attendees and volunteers aware.

COVID-19 SPECIFIC RISKS.

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom
Attending event	Catching Covid-19	Everyone	Asking if volunteers / attendees feel well.	3	2	6	Temperature check of all attendees	Organisers throughout the event
			Hand Sanitisers on arrival			6	Checking sanitisers are used.	
			Limiting queuing to 2m distancing and seating spread wide apart.			6	Seating and signs to be laid out	
			Contacting attendees after event if anyone is tested positive			6	Contact details kept for 14 days.	
			Keeping updated with changing government guidelines			6	Keeping in touch with changes as they are announced.	Organiser leading up to the event.

Chairman's signature Date		Clerk's Signature Date	
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