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| NETHER WALLOP PARISH COUNCIL  RISK ASSESSMENT | **NDP PUBLICITY EVENT** | Version:  Date: | 1  Aug-20 | Adopted Date:  Minute no.: | **24/8/20**  157.6 (NDP) | Review Date: | **Next event** |

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

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| **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. |

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| 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 | 6-9 | Medium Risk | Unacceptable | Some action required and monitor during event. |
| 3 | 6 | 9 | 12 | 15 |
| 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 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.) |
| 5 | 10 | 15 | 20 | 25 |

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| **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. | 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 until the next station is clear of people. | 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 |
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