

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	CAROLS ON THE GREEN	Version: Date:	2 Oct-22	Adopted Date: Minute no.:	10-Oct-22 6446	Review Date:	Oct-26
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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	6-9	Medium Risk	Unacceptable	Some action required and monitor during event.
	3	6	9	12	15				
	4	8	12	16	20				
	5	10	15	20	25	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.)

This Risk Assessment should be read in conjunction with the Risk Assessment for General Use of the Village Green.

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Vehicles operating on site. Unloading / loading.	Collision with person / dog. Accident with loaded items and people.	Contractors Members of the public. Pets	Ask public to leave area and remain vigilant while tree and marquees are delivered. Vehicles for electrician, tent team to park on the road.	4	3	12	<ul style="list-style-type: none"> Advise suppliers and Tent team. 	PB before set up.	4

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Setting up, taking down and using marquees.	Injury from collapse of temporary structures / marquees	Everyone	Ensure marquees are put up safely and well secured throughout event.	4	3	12	<ul style="list-style-type: none"> Download instructions for make and model of each tent. 	PB & TJ asap.	3
Using green and marquees.	Injury/accident from trips/falls caused by combination of temporary furniture or uneven ground.	Everyone	<p>Use rigid seats not collapsible.</p> <p>Check stability of chairs/tables prior to use.</p> <p>Adequate lighting inside and around guy ropes.</p>	3	3	9	<ul style="list-style-type: none"> Advise tent team and band not to use folding chairs. 	PB asap	2
							<ul style="list-style-type: none"> Refreshments team to check set up. 	RMJ on set up.	
							<ul style="list-style-type: none"> Ensure inside and outside of marquees is well enough lit. 	PB & Electrician on set up.	
Drinking alcohol	Public behaviour and increase accident risk.	Everyone	<p>Temp event licence not required as no alcohol is sold.</p> <p>Refreshments team to watch for drunken behaviour and refuse to serve if any concern.</p>	3	2	6	<ul style="list-style-type: none"> Refreshments team to monitor. Ensure a team of cllrs are available for support of refreshments team in case of dispute. 	PB, RMJ, GF at event	3
Noise	Temporary loss of hearing. Nuisance.	Everyone	<p>Sign on the notice board to warn of band and music.</p> <p>1st Dec, signs around green.</p>	1	3	3	<ul style="list-style-type: none"> Signs on the VG Notice Board. Pump and parish mag. 	PB, 1 st week of December.	1
Parking	Emergency route blocked by vehicles.	Everyone	<p>Limit parking alongside the VG.</p> <p>Put up signs.</p> <p>Monitor emergency access.</p>	4	3	12	<ul style="list-style-type: none"> Temporary fence on VG side of the road. Posts and tape. 	GF, loan posts, buy tape . £14.99	3
							<ul style="list-style-type: none"> Laminate signs showing parking on one side only 	PB on the day.	
							<ul style="list-style-type: none"> Cllrs to monitor parking at event. 	NWPC Cllrs at event	
Food Hygiene	Sickness from food poisoning.	Everyone	There are no food items being sold/provided. Drinks are limited to shop bought Mulled Wine and Hot Chocolate.	2	1	2	<ul style="list-style-type: none"> Mulled wine only requires heating. Hot Chocolate is made by adding water. 	RMJ and team at event	2

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
Communications breakdown.	Panic in emergency	Everyone	Ensure ex-army personnel with loud voices in attendance. Use a bell for emergency signal.	3	2	6	<ul style="list-style-type: none"> Ring bell if need to evacuate. Brief Cllrs & Mr Loud. 	GF at event.	3
Medical emergency.	Serious injury / illness (stroke, heart attack, accident)	Everyone	2 professional First Aiders in attendance. Space in Marquee to move affected person to for treatment/assistance.	4	2	8	<ul style="list-style-type: none"> First Aid kit (incl. blankets.) 	GF at event	3
General accident / injury	Trips, fainting, etc.						<ul style="list-style-type: none"> Nominate first aiders 	NWPC prior events.	
							<ul style="list-style-type: none"> Advise refreshments team. First Aid area 	RMJ at event	
Mains Electric connecting	Electrocution or fault causing fire.	Anyone connecting to the electricity supply.	Find out from Viv. Outdoor socket.	4	3	12	<ul style="list-style-type: none"> Only competent and qualified electrician to connect to the supply. Fence off area 	PB / VB on the day.	3
Electricity supply via cables	Electric Shock (puddles/rain) Trip Hazard	Everyone	Circuit breakers if necessary Protection of cables.	4	3	12	<ul style="list-style-type: none"> Cable covers to usage points. Circuit breakers 	PB / VB on the day	3
Heating and transport of Mulled Wine	Burns from spillages	Refreshment team and public.	Heating of wine to take place at Rosemary's house. Wheelbarrow to transport heated liquids in pans.	2	2	4	<ul style="list-style-type: none"> 2 people to transport heated wine. Heating to be done in kitchen 	RMJ at event.	2
Bar Kettle boiler	Burns or scalds from spills	Everyone	Keep away from front of serving table.	2	2	4	<ul style="list-style-type: none"> Positioning and safe path for servers. 	RMJ at event.	2
Bar bottles, Cans and glasses.	Cuts from broken glasses / bottles.	Everyone	Drinks in recyclable cups. No bottles on site.	2	2	4	<ul style="list-style-type: none"> Plastic boxes Non glass cups 	RMJ at event.	2
Combustible waste	Arson	Everyone	Limited opportunity as the only waste will be wet cardboard cups.	2	2	4	<ul style="list-style-type: none"> Rubbish to be put in bin liners regularly. 	RMJ at event.	2
Occupancy / Escape routes	Crush incident	Everyone	Don't expect more than 100 attendees. Open air event. Monitor numbers and people density on Village Green.	4	2	8	<ul style="list-style-type: none"> Purchase solar lighting for footbridges. 	VGWG asap.	4
							<ul style="list-style-type: none"> Tape to identify footbridge exits & install solar lights. 	PB on the day.	

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date and by whom	Score after control measures
			Exit routes to be clearly identifiable and lit. Advert requests people use torches				<ul style="list-style-type: none"> People density monitoring. Add to advert. 	Cllrs at the event PB asap	
Attendance	Tree collapse trapping people underneath. Bringing down electrical wires.	Everyone	Purpose built permanent tree hole in VG with separate electrical supply underground. 	4	1	4	<ul style="list-style-type: none"> Check tree stability after installation, and prior to event. 	Tree Supplier PB prior to event.	4
Attendance	Children separated from parents.	Everyone	Designated "meeting point" for lost people.	3	3	9	<ul style="list-style-type: none"> Announcement that children should wait by the Christmas Tree. 	PB at event.	4
Attendance	Fire	Everyone	No open flames in use. Christmas tree lights put up by electrician.	4	2	8	<ul style="list-style-type: none"> Marquee sited nearer to road. Tree in middle of VG. Check fire rating on tents. 	Tent team to confirm prior to event. (PB)	4

INFORMATION FOR PUBLIC BRIEFING BEFORE THE EVENT STARTS.

- Advise Assembly point if site needs to be evacuated.
- Location of bins for used cups
- Location of first aiders in tent.
- Electrical distribution box and connections to the Marquees
- Parents and all adults to be vigilant on children.
- Lost person point. (Christmas tree!)
- Uneven ground
- Floodlit bridge.

I confirm that I understand the hazards identified in the risk assessment for the Carols on the Green and confirm that I understand the instructions I have been given and will comply with them.

Name	Signature