|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NETHER WALLOP PARISH COUNCIL  RISK ASSESSMENT | **COFFEE & CAKE STALL AT THE VILLAGE GREEN** | Version:  Date: | 1  Sept-20 | Adopted Date:  Minute no.: | **TBC**  **TBC** | Review Date: | **Aug-21** |

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 | 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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 CONJUCTION WITH THE GENERAL VILLAGE GREEN RISK ASSESSMENT WHICH IS PUBLICISED 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. |  |  |  | Temperature check of all attendees | Organisers throughout the event |
| Hand Sanitisers on arrival |  |  |  | Checking sanitisers are used. |
| Limiting queuing to 2m distancing and seating spread wide apart. |  |  |  | Seating and signs to be laid out |
| Contacting attendees after event if anyone is tested positive |  |  |  | Contact details kept for 14 days. |

|  |  |  |  |
| --- | --- | --- | --- |
| Chairman’s signature  Date |  | Clerk’s Signature  Date |  |

Signing in sheet (if necessary) COFFEE AND CAKE MORNING AT NETHER WALLOP VILLAGE GREEN Date:

**I confirm that I understand the hazards identified in the risk assessment for the Cricket match and confirm that I understand the instructions I have been given and will comply with them.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Mobile phone** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |