



Mountsorrel-by-the-Sea

Wednesday 16th August 2023

Event Risk Assessment

Event Organiser	PCCs Christ Church and St. Peter’s Church	Risk Assessor:	Linda Vesty
Team Members:	Colin Resch, Alison White, Kat Jenkins	Date of Initial Assessment:	31 July 2023
Team Lead:	Linda Vesty ??	Date of Review:	
Final R.A by:		Date:	

HAZARD	PERSONS AT RISK	CONTROL MEASURES IN PLACE	SEVERITY OF RISK Low/Medium/High	FURTHER ACTION NEEDED
Behaviour of Children Communication Lost Child Team Fatigue COVID		Parents are responsible at all times for their children Entrance table to be Event Hub To be brought to Event Hub Team members to swap jobs throughout the event and given chance to have lunch HSE have said that COVID-19 does not have to be included in a risk assessment or to have specific measures in place. The team are aware, however, that that Covid is still active. Government Guidelines to be followed.	L/M/H	Signs on day and FB notices Team phone numbers to be easily accessible. A sign will be placed at the entrance and on the site and also FB asking people to stay away if they have symptoms.
Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the PCCs potentially negligent.	ALL	Regular meetings to ensure any concerns are addressed immediately. Risk Assessment produced and circulated. Public Liability Insurance cover up to £5million. Team members to have mobile phones on them to access other team members or emergency responders.	Low	Risk Assessment to be reviewed by Team Members and forwarded to PCCs
Accident when setting up Site	TEAM MEMBERS VOLUNTEERS	Linda to be on site to oversee setting up of Bouncy Castle. Signage will be used where possible and necessary.	Low	Linda to be on site from 9am

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Slips, Trips and Falls e.g. Injuries arising from uneven ground, wall drops, paddling pool slips, wet floor in access to toilets.	ALL	First Responders are Charnwood CFR Group and will be on site throughout the event, team member or volunteer stationed at paddling pools. Bower Room to be used as Medical Room, car park left clear for emergency vehicles, if needed. All accidents will be recorded. Mobile phones on hand to call emergency services. Cables and hosepipe to be adequately covered to avoid trips.	Medium	Accident book to be readily available. Volunteers needed to observe children and walls Mop to be used to wipe floor to and in toilets regularly. Securing hosepipe and electric cable for ice-creams
Crowd Safety, drunken or violent behaviour, stranger danger, Undressing.	ALL	250 spread across the site. Alcohol is not on sale, anyone appearing to be drunk will be asked to leave, parents are responsible for their own children's safety. One entry only to site, two people on duty at all times. 'No Entrance tape' purchased to close off areas. Everyone MUST be appropriately dressed.	Medium	No access to Church Car park. Entrance to event at gate to the side of Church. Unaccompanied adults will be either be known to members of the team or monitored carefully
Bouncy Castle	THOSE WHO WISH TO USE IT	PIPA Tested Inflatable which holds a certificate. All electrical equipment has been PAT Tested. Bouncy Castle is washed and disinfected before and after every use, Bouncy Days holds £5,000,000 Public Liability Insurance for failure of equipment. PCC have public liability which covers use of Bouncy castle. One Team member to control number of people allowed on at any one time. One volunteer to help. PLI dated 12 May 2023	Medium/High	Volunteers to be sourced, for Bouncy Castle so no-one is there too long.
Weather Issues Wet, Windy, Sun	ALL	Bouncy castle will be cancelled if company feel it is unsafe to use. Water will be available for all as well as refreshments on sale. All volunteers, Team Members and the public are responsible for their own welfare regarding water consumption, sunscreen, use of hat. First Aiders on site, Church can be used as cooling off point.	Low	Serious consideration will have to be made about cancelling the whole event if necessary. Sign on Church door to find team member to allow access to Church, must be monitored, if open.

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Food Safety	ALL	Church will not be providing food. Chip Van and ice-creams to be prepared by stall holder. All 200 attendees will be given a voucher for one fish and chips and one ice-cream. Paper cups will be available for drinking water.	Low	Colin to ensure they have relevant Food Hygiene and/or food business registration.
Physical Hazards present at site e.g. struck by falling trees, scaffolding, electrocution, vehicle hazards, drowning.	ALL	Site inspection, early morning, electric cables, covered, no cars allowed on site during event. Car parking on road or at school, parents are responsible for children at all times.	Medium/High	Notices to advise parents of their responsibility at entrance. Team to ensure, volunteers are in place at all times
Individual games including sandpit, connect 4, unruly behaviour or overcrowding	ALL	See provisional plan of event. Volunteers to patrol areas, but parents are responsible for children at all times. Team to monitor or be called to help should a problem occur.	Low	Volunteers Needed
Paddling Pool/Water Safety SIGN: No responsibility can be taken by PCC for children using the paddling pools	CHILDREN	Team member to oversee paddling pools. Children must be wearing nappy or suitable clothing. Team member to ensure safe use and restrict numbers if necessary. Should a child defecate in any of the paddling pools, it will no longer be used. PARENTS ARE RESPONSIBLE FOR THEIR OWN CHILDREN. Pools MUST be overseen by a Team member or volunteer at all times.	Low	Contact was made with Charnwood Borough Council (5/8/22) who were unable to give a definitive answer about use of chlorine. However the link https://www.pwtag.org/paddling-pool-splash-park-management-tn51/ suggests that only pools remaining filled for over 24 hours need any treatment. Common Sense will be used.
Natural Hazards including nettles, cuts from thorns, stings from Wasps & Bees e.g. Skin rash from plants, grave stones'	ALL	First Aiders on hand, grave stones highlighted with fluorescent tape. Activities placed to cause as little problem as possible.	Low	
Face Painting Glitter Tattoos	CHILDREN	Parents are responsible for allowing their children to have face paints and tattoos. Non-Toxic, child suitable materials to be used	Low	First aiders are on hand if necessary
Photographs	ALL	No photographs of children should be taken unless by their own adult or guardian. Photos for Church records may be taken but with guidelines strictly adhered to. Team and volunteers to keep a look out.	Low	Photographic guidelines put on display