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| RISK ASSESSMENTCumbria Organic Gardeners and Farmers | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | 08/09/2021 | | | | | | **Area / Activity:** | | | | Stall at Great Big Green Week Opening Event | | | | | | | | | | | | | | |
| **Additional Information:** | | | | | To be used in conjuction with any guidance and risk assessments issued by the Fair organisers. Dynamic risk assessment should happen throughout the event to mitigate spread of covid-19. | | | | | | | | | | | | | | | | | | | | |
| **General Assessment**  **Task Specific** | | | | | | | **Supervisory Arrangements:** | | | | | | | | | | Jane Maggs | | | | | | | | |
| **First Aid Arrangements:** | | | | | Event organiser provision | | | | | | | | Nearest Emergency Department: | | | | | | | | Cumberland Infirmary  Newton Road  Carlisle  CA2 7HY 01228 523444 | | | | |
| **Assessed By**  **(Name & Position):** | | | Jane Maggs | | | | | **Approved By**  **(Name & Position):** | | | | | | | | N/A | | | | | | **Review Date:** | | Open (To be up to date with most recent government guidance) | |
| Severity   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **5** | **4** | **3** | **2** | **1** | | **5** | 25 | 20 | 15 | 10 | 5 | | **4** | 20 | 16 | 12 | 8 | 4 | | **3** | 15 | 12 | 9 | 6 | 3 | | **2** | 10 | 8 | 6 | 4 | 2 | | **1** | 5 | 4 | 3 | 2 | 1 |   Probability | | | | | | | Severity Rating 5 = Fatality  4 = Serious Injury (hospitalisation)  3 = Moderate Injury  2 = Minor Injury  1 = Trivial Injury or minor cuts Likelihood Rating 5 = Extremely Likely  4 = Probable  3 = Occasional  2 = Remote  1 = Very Remote  *Under Risk Rating column S=Severity, L=Likelihood, RR=Risk Rating (SxL)* | | | | | | | | | | | | **16 – 25** = Unacceptable, high level of risk,  immediate controls required to reduce risk or  stop work activity.  **10 – 15** = Undesirable, medium level of risk,  further action required to reduce risk, if  reasonably practicable.    **3 – 9** = Low risk, risk should be managed appropriately and reduced where reasonably practicable.  **1 – 2** = Extremely low risk, risk level to be maintained or reduced where reasonably practicable. | | | | | | |
| **Hazard** | | **People/Items at Risk** | | | | **Details** | | | **Risk Rating** | | | | | **Control Measures** | | | | | | **Risk Rating** | | | **Long Term / Future Controls** | | **Timescale/**  **Review** |
| **S** | **L** | | **RR** | | **S** | **L** | **RR** |
| Spread of COVID-19 through lack of social distancing | | Volunteers / visitors | | | | Social distancing guidance is to keep 2m or 1m+ apart although government advice states the risk of transmission is low in the outdoors. | | | 5 | 4 | | **20** | | * One or two fully vaccinated volunteers working outdoors will keep a distance of 1m+ and will be working side by side in an outdoor location. * The pop up marquee will be put up without sides to ensure ventilation. * Mmembers must keep 2m or 1m+ apart from visitors. There will be a physical barrier of a table to prevent the general public from entering the work area. * Members will follow any additional guidance and risk assessments provided by the event organisers. | | | | | | 5 | 2 | **10** | Measures to remain in place until medical and government advice changes and they have been reviewed. | | Measures to remain in place until medical and government advice changes and they have been reviewed internally. |
| Spread of COVID-19 through surfaces, plants and goods on stall | | Volunteers / visitors | | | | The virus can be spread on surfaces that are frequently touched, i.e. produce and leaflets.  The virus can survive for up to 3 to 4 days on different surfaces. | | | 5 | 4 | | **20** | | * Provide members with cleaning products for table. Provide both members and visitors with hand gel for regular handwashing. * Provide clean / untouched pens for visitors signing forms if required. * Provide wipes or spray for cleaning used pens. * People not permitted to browse leaflets and put them back. If this happens they will be removed from the display and not given to other visitors. * Where possible digital technology will be used for contact collection, if this isn’t possible a paper form and pen will be used with hand sanitising gel available for people to use after handling the pen. The pens will be removed or disinfected after use. * Produce may only be taken for a donation after 1pm and only handled once. After setting-up | | | | | | 5 | 2 | **10** | Measures to remain in place until medical and government advice changes and they have been reviewed. | | Measures to remain in place until medical and government advice changes and they have been reviewed. |
| Vehicle Movement when setting up | | Volunteers  Public | | | | Could suffer serious injury if struck by vehicle | | | 5 | 3 | | **15** | | * Members to take extra care when moving materials from vehicles to the event. * Ensure that they have safe routes of access and egress to walk from vehicles to the activity area. * Follow organiser guidance, parking instruction, and speed limits | | | | | | 5 | 1 | **5** | Risk reduced as much as practicable. | |  |
| Crushing injuries | | Volunteers  Public | | | | Equipment or materials falling down if not properly set up | | | 3 | 3 | | **9** | | * During set up ensure that all heavy materials are stored as low down as possible and away from the public. * Ensure that all equipment (tables, banners, display boards and set up securely) | | | | | | 3 | 2 | **6** | Risk reduced as much as practicable. | |  |
| Manual Handling | | Volunteers | | | | May suffer back injuries if moving heavy items over long distances or carrying/ lifting incorrectly | | | 3 | 3 | | **9** | | * Vehicles will be directed to park as close as safely possible to set-up area to minimise distance that items need to be carried. * All helpers advised to adopt good lifting practice and share lifting between one or more individuals where necessary. | | | | | | 3 | 2 | **6** | Risk reduced as much as practicable. | |  |
| Slips, Trips & Falls | | Volunteers  Public | | | | Walkways obstructed | | | 2 | 3 | | **6** | | * All equipment to be packed away properly whilst not in use and stored away from public areas and walkways. Floor areas to be kept clear from rubbish / litter. | | | | | | 2 | 1 | **2** | Risk reduced as much as practicable. | |  |
| Collapse of materials on the stall | | Volunteers  Public | | | | Crushing or injuries caused by equipment collapse because they have not been set up correctly or being knocked by someone | | | 4 | 3 | | **12** | | * Equipment such as tables, display stands and banners will only be erected provided they can be secured sufficiently. Check all equipment prior to event commencing for security. * Ensure all are aware of nearest first aid point. | | | | | | 4 | 1 | **4** | Risk Reduced as far as is reasonably practicable. | |  |
| Stall catching fire | | Volunteers  Public | | | | May be burnt or suffer from smoke inhalation. | | | 5 | 1 | | **5** | | * No ignition sources (including cigarettes) will be lit around stall. Volunteers will keep an eye on nearby visitors to ensure no flames are brought near to stall. Strict no smoking policy. | | | | | | 5 | 1 | **5** | Risk Reduced as far as is reasonably practicable. | |  |
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| ADDITIONAL NOTES | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Assessors Signature:** | | | |  | | | | | | | | | | | **Approval Signature:** | | | N/A | | | | | | | |