|  |
| --- |
| RISK ASSESSMENT Cumbria 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** **[x]  Task Specific** **[ ]**  | **Supervisory Arrangements:**  | Jane Maggs |
| **First Aid Arrangements:** | Event organiser provision | Nearest Emergency Department: | Cumberland InfirmaryNewton RoadCarlisleCA2 7HY01228 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 Rating5 = Fatality4 = Serious Injury (hospitalisation) 3 = Moderate Injury 2 = Minor Injury 1 = Trivial Injury or minor cuts Likelihood Rating5 = 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 | VolunteersPublic | 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 | VolunteersPublic | 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  | VolunteersPublic | 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 | VolunteersPublic | 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 | VolunteersPublic | 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. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ADDITIONAL NOTES |
|  |
| **Assessors Signature:**  |  | **Approval Signature:**  | N/A |