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| --- | --- | --- | --- | --- |
| RISK | **Increasing likelihood →** |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and Safe Ways of Working (SWOW) |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

**Risk Assessment for Apple Day**

**Prepared by:** Wendy Thompson

**Date:** 4th November 2019

**Review:** by 30th September 2020

**Version date:**

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| **Step1** *List significant hazards and harm here*  | **Step 2***Assess risk (likelihood x severity)* | **Step 3***Mitigation: List existing controls* | **Step 4***Residual risk (likelihood x severity)* | **Step 5***Further action needed (by whom and when)* |
| Site access to vehicles:Risk of collision with other vehicles and pedestrians* access from Old Church Road is tight;
* too many cars on site and insufficient parking.
 | 6 (2x3) | Stewards posted to marshal traffic on site. Lead steward briefed.Volunteers to move their cars to orchard before 11am.If sites gets too busy offer alternatives in Luggs Mill layby, Orlin Road car park, Stone Drive, Crescent Road and Walwyn Road. | 2 (1x2) | Consider cordoning off parking area to make it clearer to parents/ children not to run in car park area. |
| Trip hazards on site- leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains. | 3 (3x1) | Site check on day and removal of all obvious portable hazards prior to the event.  | 1 (1x1) |  |
| Risk of falling into pond – leading to drowning or hypothermia. | 6 (2x3) | Cordon off pond. | 2 (1x2) |  |
| Apple Packing Shed:Falling equipment and tools in storage area. | 4 (2x2) | Check and make safe the shelve storage before event. Screen shelves to remove temptation to remove equipment on shelves. Remove all mowers and strimmers from packing shed.Clear main equipment from shed. Lock flamvault.Check all hanging items in shed and remove any that risk falling or being handled by children. | 2 (1x2) |  |
| Apple Packing Shed:Trips and bumps including in area where hot drinks served. | 4 (2x2) | Check safe access with sufficient space for people to pass through event areas. Remove any trip hazards on floor. | 2 (1x2) |  |
| Apple Packing Shed:Decorating and tidying prior to the event* use of ladders leading to possible falls etc
* lifting and moving items
* risk of things falling
 | 4 (2x2) | Follow SWOW for use of ladders.No-one to climb more than 5m above ground level.Volunteers to be advised to lift safely and not to move things above head height. | 2 (1x2) |  |
| Catering:Risk of contamination of food | 4 (2x2) |  Follow SWOW guidance | 1(1x2) | Turn catering guidance notes into SWOW format |
| Catering:Reaction to food allergens | 6 (2x3) | Ensure food allergens are registered on tick sheet and available for consultation by those with allergies. | 3 (1x3) |  |
| Catering:Burns and scalds due to contact with hot catering equipment and hot food or drink | 4 (2x2) | Follow SWOW guidance and ensure no drinks are served at boiling point | 2 (1x2) | Turn catering guidance notes into SWOW format |
| Catering:Pizza oven and risk of burning | 4 (2x2) | Cob oven only used by competent and nominated volunteers and following SWOW for pizza oven | 2 (1x2) |  |
| Juicing activities:Cuts from knives while cutting applesFingers in scratterMoving heavy equipmentPasteurising equipment is hot. | 4 (2x2) | Adults only chopping apples and all reminded to take care.All use of scratters is supervised by experienced lead volunteers.All to lift and move items with care. Ensure adequate space for operating juicing lines.Pasteuriser is supervised by lead volunteer at all times and is located away from juicing queue. | 2 (1x2) |  |
| Games:Hits and blows from apples and catapault. Grazing and abrasions from running and falling Piñata – pieces falling and hitting children | 4 (2x2) | Locate games with missiles safely and supervise by an adult at all times. Supervise and ensure participants are standing back when a child hits the piñata. | 2 (1x2) |  |
| Gazebos:Risk of blowing over and colliding with people or vehicles if weather is gusty.Risk to volunteers when erecting gazebos. | 6 (3x2) | Only use gazebos if wind gusts of under 15 mph is forecast.Ensure volunteers follow SWOW when erecting tents. | 3 (1x3) |  |
| Weather conditions:Could increase risk of trips and slips if wet and increase risk to gazebos blowing over.Wet/windy/cold weather could increase crowding inside the Apple Packing Shed and escalate risks | 4 (2x2) | Check forecast and be prepared to cancel event if weather conditions are unfavourable. Make capacity of inside space if required. | 4 (1x1) |  |
| Participants with particular requirements eg related to age, mobility, learning disabilities or special needs. | 4 (2x2) | Recognise restrictions of site and toilet facilities and be prepared to help anyone with particular requirements. | 1 (1x1) |  |
| Medical emergencies arising from accidents and pre-existing health conditions | 6 (2x3) | First aiders are on hand in case of medical emergency.First aid kits are available, easy to access and checked in advance of event. Emergency Coordinator has been appointed to ensure efficient handling of any emergency that might arise.  | 2 (1x2) |  |