|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Mistletoe Fair**

**Location: Outside Colwall Provisions**

**Prepared by:** Wendy Thompson

**Date:** 4th November 2019

**Review:** by 30th September 2020

**Version date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)* |
| Preparation in advance:  Bunching mistletoe – slips, trips, cuts and grazes | 2 (2x1) | Create safe space for activity in the Orchard Room. | 1 (1x1) |  |
| Trip hazards on site  - leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains. | 2 (2x1) | Site check on day and removal of all obvious hazards prior to the event.  Ensure tables are located safely. | 1 (1x1) |  |
| Site preparation:   * lifting and moving items * risk of things falling | 4 (2x2) | 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 |
| Weather conditions:  Could increase risk of trips and slips if wet and increase risk to produce and displays blowing over. | 4 (2x2) | Check forecast and be prepared to cancel event if weather conditions are unfavourable.  Make capacity of inside space if required. | 1 (1x1) |  |
| Participants with particular requirements eg related to age, mobility, learning disabilities or special needs. | 4 (2x2) | 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) |  |