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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 Wassailing**

**Prepared by:** Helen Stace: 1st December 2016

**Updated by:** Helen Stace: 8th January 2019

+ Wendy Thompson: 11th January 2019

**Review:** by date of next Wassail in 2020

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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)* |
| Decorating the orchard and barn prior to the event  – use of ladders to install decorations leading to possible falls etc  - lifting and moving items  - risk of things falling | 6 (3x2) | Follow SWOW for use of ladders.  People working from ladders must work in pairs. The second person should be stationed at the bottom of the ladder with their foot on the rung to ensure stability. Position ladders carefully to maximise stability and minimise hazards from branches in the canopy. Re-position ladder rather than leaning to reach different areas.  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) |  |
| Gathering at Colwall Stone – risk of collision between vehicles and COG volunteers and participants | 9 (3x3) | Have suffiecient Marshals and provide all with guidance and briefing.  Marshals with high-viz jackets positioned at strategic positions on the edge of the gathering to intercept vehicles and direct them through the crowd or 2 alternative routes around the centre of the village. Marshals also on edge of Colwall Park Hotel side of crowd to keep a lane free for traffic.  (no incidents to date) | 1(1x3) |  |
| Morris dancing - Trips, slips and blows from Morrising sticks | 4 (2x2) | The Morris side is well practised and wears appropriate footwear. A flat area is allocated for Morris Dancing on tarmac in Stone Drive. The audience is kept well clear of the area used for dancing. | 1 (1x1) |  |
| Use of flaming brands and hessian torches on the procession and during the ceremony.  Use of bonfire in the orchard - Risk of burns to bearers and other participants. Risk of fire in the Apple Packing Shed. | 9 (3x3) | **Flaming brands**: are made on long poles to be held well in front of body (and to be carried at front and to the sides of the procession). These will be held by a limited number of COG volunteers who will be briefed on how to hold them.  Flaming brands to be well drained before use to avoid hot paraffin drips.  **Hessian torches**: to be used in accordance with manufactures instructions, safety guards to be fitted to torches prior to sale and purchasers are instructed in torch safety.  No exposed flames are permitted inside the Apple Packing Shed.  The procession to be accompanied by 2 fire/first-aid marshals with water, fire blankets, burns kits and mobile phones to tackle any incidents.  A first aider is in attendance in case of emergency.  Buckets of water to be stationed around site and on route. | 4 (2x2) |  |
| Procession along roadside at night   * Trip and falls in the dark leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains. * Hit by moving vehicles on the road leading to injuries as above. * Participants getting lost (low risk as route entirely along the road) | 9 (3x3) | Participants advised to bring lights, and many participants are carrying torches and lanterns, hence procession is well illuminated.  Road marshals, with high visibility jackets are positioned in strategic places at junctions to stop traffic, suggest alternative routes and to facilitate passing if necessary. Marshals will also be at front and back of procession.  Local inhabitants of the event and procession through publicity and a residents Note to those living on the route.  Reflective arrows installed along return route for participants leaving the site. | 4 (2x2) |  |
| Ceremony in the orchard - Trip hazards etc on site, risk of bumping into trees branches or guards - leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains.  Risk of falling into pond – leading to drowning or hypothermia. | 6 (2x3) | Volunteer party organised to check site and remove all obvious portable hazards prior to the event.  Participants advised to wear wellies or stout shoes.  Trees, tree guards and other hazards on route to be decorated with tea light lanterns to minimise risk of collisions.  Route set to avoid the pond in orchard which is also cordoned off, and marshalled to prevent straying of participants. | 2 (1x2) |  |
| Use of a shot gun during the ceremony | 6 (2x3) | Only one shot gun is permitted, fired by a person with relevant firearms certificates. The shot gun is carried by this person in gun case at all times until the point of use and is never left unattended. Spectators are arranged in a ring around the tree and kept away from the tree being Wassailed.  The shot gun is shot with a blank, up in the air. | 2 (1x2) |  |
| Use of fireworks leading to possible misfiring, misdirection or other failure – leading to risk of burns to operator, spectators and adjacent property. | 6 (2x3) | Only 2 or 3 rockets are used for the finale of the ceremony.  The launchers are set up during the day, positioned to take account of anticipated wind direction and the location of spectators and adjacent properties. Rockets are not installed until the procession gathers, and procession monitors are briefed to keep the spectators away from them. The rockets are launched by an experienced pyrotechnic, with 14 years of experience managing firework events. | 2 (1x2) |  |
| Adverse weather  Cold and wet weather - leading to potential hypothermia  Wet weather – leading to increased risk of slips on wet ground. | 4 (2x2) | Participants are advised to bring appropriate outdoor clothing for adverse weather conditions:   * waterproof and wellies for rain or snowy weather * warm jackets for cold weather * wellies or stout footwear for every visit | 1 (1x1) |  |
| Medical emergencies arising from accidents and pre-existing health conditions | 6 (2x3) | Participants gather from a wide catchment area and most are unknown to us.  First aiders are on hand in case of medical emergency and all have received briefing. An Emergency Plan has been prepared and an experienced Emergency Coordinator has been appointed to ensure efficient handling of any emergency that might arise. See H&S Checklist for Wassail 2019. | 2 (1x2) |  |
| Damage to people or facilities due to unruly behaviour | 4 (2x2) | Participants gather from a wide catchment area and most are unknown to us. The event is supervised by Marshals who are briefed to look out for unruly behaviour and to intervene in a non-confrontational way if they feel safe to do so. | 1 (1x1) |  |
| Catering for the event. | 4 (2x2) | Volunteers serving food to follow guidance for event catering.  Drinks etc will not be served at boiling temperature.  Allergy advice will be available.  Pig Roast contracted to professionals to run. | 1 (1x1) | Turn catering guidance notes into SWOW format |