

# Risk Assessment for Wassailing

## Event date: 18<sup>th</sup> January 2020

**Prepared by:** Wendy Thompson 25<sup>th</sup> November 2019

**Review by Events Committee:** 26<sup>th</sup> November 2019

**Amendments made:** 29<sup>th</sup> November 2019 + 15<sup>th</sup> December

**Approval by Events Committee:** 26<sup>th</sup> November/12<sup>th</sup> December 2019

**Review:** by date of next Wassail in 2021

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

Step 1 Significant risks, hazards and potential impacts	Step 2 Assess risk (likelihood x severity)	Step 3 Mitigation: Existing controls	Step 4 Residual risk (likelihood x severity)	Step 5 Further action needed (by whom and when)
<b>Pre-event planning:</b> Risks not fully assessed and mitigation plans are inadequate <u>leading to</u> accidents and/or incidents which could be avoided and lead to legal proceedings if an incident occurred.	9 (3x3)	Seek professional advice from Herefordshire Events Safety Advisory Group. Prepare/review and amend Risk Assessments, Emergency Action Plan, all relevant SWOW and Guidance to support event. Seek review and approval of Events Committee by week -7.	1 (1x1)	
<b>Pre-event planning:</b> Insurance policy does not cover the event activities or location <u>leading to</u> financial loss if something happened.	9 (3x3)	Check insurance cover by week -7 and amend insurance cover or event planning if necessary.	1 (1x1)	
<b>Pre-event planning:</b> Event is not licensed <u>leading to</u> legal proceedings.	9 (3x3)	Check licenses and permissions are in place and specifically apply for a Temporary Events Notice by week -6.	1 (1x1)	
<b>Pre-event:</b> Insufficient volunteers to support event <u>leading to</u> key roles not adequately covered and volunteer stress.	6 (2x3)	Confirm all key roles and numbers of helpers required by week -6 Request helpers by week -6. Confirm individuals taking on all key roles by Week -6. Cancel event if key roles cannot be filled by week -4.	1 (1x1)	

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<p><b>Pre-event planning:</b> Participants are not aware of the type of event, site conditions, toilet facilities, parking arrangements, location of event <u>leading to</u> people arriving not dressed for weather and conditions; not finding the event; being unprepared for limited toilet facilities.</p>	4 (2x2)	<p>Prepare useful information and seek approval of Events Committee by -week 7.</p> <p>Pre-event information to include information about:</p> <ul style="list-style-type: none"> <li>• No parking at site</li> <li>• Route to walk to site and distance and time it will take</li> <li>• Conditions on site</li> <li>• Compost toilet</li> <li>• How to request further information if you have special requirements</li> </ul> <p>Make sure that approved useful information is on the website with a summary and link to this in all Event promotion.</p>	2 (1x2)	
<p><b>Pre-event planning:</b> Event attracts too many people <u>leading to</u> accidents/incidents and legal proceedings and invalid insurance if something happened.</p>	9 (3x3)	<p>A maximum of 499 adults/children attending including all volunteers, catering contractors and entertainers.</p> <p>Tickets to be purchased in advance online or through local Estate Agents. Maximum number of tickets sold to be under 450 (adjusted to reflect all volunteers and contractors). Ticket sales monitored.</p> <p>Promotion to be adjusted according to tickets sold in weeks leading to the event.</p>	1 (1x1)	
<p><b>Pre-event planning:</b> Online ticket sales system fails <u>leading to</u> lack of ability to monitor and manage numbers attending.</p>	9 (3x3)	Test ticket sales system by week -6.	1 (1x3)	
<p><b>Pre-event planning:</b> Ticket sales are low <u>leading to</u> lack of atmosphere and reduced funds raised or a financial loss.</p>	6 (3x2)	<p>Ticket sales monitored. Promotion to be adjusted according to tickets sold in weeks leading to the event.</p> <p>Accept that there will be fewer people with disappointment at loss of street procession. Aim to compensate with ceremony drama.</p>	2 (2x1)	
<p><b>Pre-event activity:</b> Site preparations including: - carrying + erecting gazebos - use of ladders to install decorations to gazebos and Apple Packing Shed (APS)</p>	6 (3x2)	<p>Follow SWOW for use of ladders (eg work in pairs, position carefully) and for erecting gazebos (eg carry in pairs).</p> <p>No-one to climb more than 5m above ground level.</p> <p>Volunteers to be advised to lift safely and not to move things above head height.</p> <p>Volunteers advised to take care when checking site for hazards.</p>	2 (1x2)	

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leading to falls etc - lifting and moving items - things falling from shelves in APS - site conditions leading to trips and slips				
<b>Event activity:</b> <b>Electricity circuits and lighting</b> Power surge leading to failure of electricity supply;  Fire risks;	4 (2x2)	Loading of electrics calculated and within limits of the supply capacity. Freezer and fridge to be switched off during event to avoid power surge. Generator and emergency lighting available if there is a loss of power. Generator and emergency lights have been tested. Electrical equipment PAT tested in advance of event.  <b>See Fire Risk Assessment for fire risks</b>	1 (1x1)	
<b>At event:</b> <b>Ticket collection</b> People turning up without tickets <u>leading to</u> disappointment and disruption	6 (3x2)	Pre-event information and promotion (in week -5) to emphasise that there will be no entry without ticket. [If ticket sales are low.... Consider if we could sell tickets on gate Decision in week -1.] Briefing for ticket collectors on how to deal with people without tickets by week -2.	2 (1x2)	
<b>At event:</b> <b>Ticket collection</b> People finding other ways onto the site without tickets <u>leading to</u> more people at event than we are allowed.	6 (2x3)	Have sufficient ticket collectors to cover all entry points.	3 (1x3)	
<b>At event:</b> <b>Parking</b> No parking on the site <u>leading to</u> congestion and bad parking at other places in Colwall.	6 (3x2)	Pre-event information to <ul style="list-style-type: none"> <li>a) encourage people to walk if they live close, travel by train or bus to Colwall, or if not possible to car share;</li> <li>b) Stress that there is no parking on site or on the roads leading to the site;</li> <li>c) Request 'No parking' signs in Old Church Road.</li> </ul>	1(1x2)	
<b>At event:</b> <b>Walking to site</b>		Pre-event information to <ul style="list-style-type: none"> <li>a) install 'Event Slow' signs on Old Church Road</li> </ul>		

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<p>Walk to site, partially along narrow lane, approx 1 mile from centre of village <u>leading to</u></p> <p>a) pedestrians injured by moving vehicles on the road,</p> <p>b) people getting lost/not finding the site,</p> <p>c) reduced enjoyment, fatigue for young and older participants.</p>	<p>3 (1x3)</p> <p>4 (2x2)</p> <p>3 (3x1)</p>	<p>b) provide directions/map to the site along Stone Drive and Old Church Road;</p> <p>c) explain distance to walk to reach site;</p> <p>d) Participants advised to bring torches;</p> <p>At event:</p> <p>e) Reflective arrows installed along return route pedestrian walking to and returning from the site.</p>	<p>2 (1x2)</p> <p>1 (1x1)</p> <p>2 (2x1)</p>	
<p><b>At event:</b> <b>Toilet facilities</b> Limited facility of one compost toilet accessible up steps leading to discomfort, distress and accidents.</p>	<p>6 (3x2)</p>	<p>Inform all attending about limited toilet facilities via website, information provided when tickets are purchased. Provide opportunity to email should additional requirements be required. Ensure a safety officer is posted near toilets to advise and help if required. Ask if neighbours could provide emergency back up. Check condition of toilet and supply of toilet rolls and hand-wash hourly during event.</p>	<p>4 (2x2)</p>	<p>Review and consider hiring additional facilities for future Wassail.</p>
<p><b>At event:</b> <b>Weather conditions</b></p> <p>a) Windy weather <u>leading to</u> bonfire embers blowing and igniting tents, sheds, etc;</p> <p>b) Windy weather <u>leading to</u> unsafe for gazebos and therefore no cover for refreshments;</p> <p>c) Wet or icy conditions <u>leading to</u> slips and cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains;</p> <p>d) Cold or icy conditions</p>	<p>6 (2x3)</p> <p>4 (2x2)</p> <p>6 (3x2)</p> <p>3 (1x3)</p>	<p>Assess weather conditions along with number of tickets sold weekly from week -4 (21<sup>st</sup> December). If event runs in poor weather conditions First Aiders and Event Safety Officer to be alert to potential for slips and falls and mitigate to avoid and prepare to react accordingly.</p> <p>a) There will be no bonfire if windy</p> <p>b) If windy gazebos will not be used. Event will be cancelled or if ticket numbers are low reduced to small event based inside Apple Packing Shed.</p> <p>c) Straw to be added to ground in slippy areas and dampened to avoid fire risk. Grit to be added to entrance/exit onto Old Church Road.</p> <p>d) Warm area to be provided in Apple Packing Shed (wood burning stove lit).</p> <p>e) Event to be cancelled if weather conditions are severe so that volunteers and visitors would struggle to attend. Ensure</p>	<p>3 (1x3)</p> <p>1 (1x1)</p> <p>2 (1x2)</p> <p>2 (1x2)</p>	<p>Purchase straw and grit.</p>

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<p><u>leading to</u> hyperthermia</p> <p>e) Weather preventing volunteers and visitors attending <u>leading to</u> cancellation and financial loss.</p>	4 (2x2)	<p>expenditure is minimised and contractors are aware of this risk.</p> <p><b>Cancellation Policy:</b> Assess weather conditions and make final decision by Thursday 16<sup>th</sup> January. Notify all online bookings by email. Refund on request. Assess whether Pig Roast should be cancelled by Monday 13<sup>th</sup>. Cancel soup making and samosa purchasing by Wednesday 15<sup>th</sup>.</p>	2 (2x1)	
<p><b>At event:</b> <b>Fire related risks</b></p>		<p><b>See Fire Risk Assessment which includes coverage of bonfire, use of flaming brands and procession flares.</b></p>		
<p><b>At event:</b> <b>Food related risks</b></p> <p>Risk of food poisoning and allergic reaction</p>	9 (3x3)	<p>Volunteers preparing and serving food to follow SWOW for event catering.</p> <p>Allergy sheets completed for all food prepared by volunteers and full list of ingredients collected too. Allergy advice to made available.</p> <p>Warm food to be heated sufficiently (63°C) and served safely.</p> <p>Professional caterers to have hygiene certificates displayed.</p>	3 (1x3)	
<p><b>At event:</b> <b>Drink related risks</b></p> <p>Serving alcohol to under 18s <u>leading to</u> legal proceedings</p>	6 (2x3)	Adopt Challenge 25 process	3 (1x3)	
<p><b>At event:</b> <b>Drink related risks</b></p> <p><b>Excessive alcohol</b> consumption <u>leading to</u> wide range of injuries and anti social behaviour.</p>	6(2x3)	Bar staff and lead volunteers to be alert to anyone intoxicated, not able to walk, or violent/anti-social behaviour, and to take supportive remedial action.	2 (2x1)	
<p><b>At event:</b> <b>Drink related risks</b></p> <p>Burns from mulled drinks</p>	4 (2x2)	Drinks etc will be served at max of 70°C as monitored by thermostat on pasteuriser.	2 (1x2)	

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<p><b>At event:</b> <b>Procession and Ceremony in the orchard risks</b></p> <p>a) Bottle neck in gates <u>leading to</u> crush injuries or discomfort</p> <p>b) Trip hazards from uneven ground and long grass - <u>leading to</u> various injuries;</p> <p>c) Bumps etc from overhanging branches post stay to telegraph pole - <u>leading to</u> various injuries;</p> <p>d) Falling into pond – leading to drowning or hypothermia.</p>	6 (2x3)	<p>a) Marshals to limit numbers entering through gate to orchard and space to be created on orchard side to pause and collect flaming torch safely</p> <p>b) Volunteer party organised to check site prior to the event and remove all obvious portable hazards and fill in any serious holes and depressions. Ensure grass is cut to less than 4” high on all main paths and assembly areas. Participants advised to wear suitable footwear for conditions.</p> <p>c) Trees, tree guards and other hazards on route to be decorated with tea light lanterns to minimise risk of collisions.</p> <p>d) Route set to avoid the pond in orchard which is also cordoned off, and marshalled to prevent straying of participants.</p>	2 (1x2)	
<p><b>At event:</b> <b>Separation of children from parents</b> Leading to anxiety, accident or abduction</p>	6 (1x3)	Information point to be provided for all lost items including children. Loud speaker to be used to announce name of parent if child is lost and can provide parent name. A minimum of 2 adults to be in care of lost child. Safety Stewards available to search crowd for lost child.	1 (1x1)	
<p><b>At event:</b> <b>Use of a shot gun</b> during the ceremony <u>leading to</u> injury</p>	6 (2x3)	<p>Shot gun is 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.</p> <p>The shot gun is shot with a blank, up in the air.</p>	2 (1x2)	
<p>Use of fireworks leading to possible misfiring, misdirection or other failure – leading to risk of burns to operator, spectators and adjacent property.</p>	6 (2x3)	There will be no fireworks.	0	

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<b>Medical emergencies</b> arising from accidents and pre-existing health conditions	6 (2x3)	Qualified First aiders (Principal and Deputy) are on hand in case of medical emergency and all to have received briefing. Master of Ceremony to inform crowd in introduction of the Information Point to go to for First Aid. An Emergency Plan has been prepared and an Emergency Coordinator has been appointed to ensure efficient handling of any emergency that might arise.	2 (1x2)	
<b>At event</b> <b>Exiting site onto road</b> Collision with cars when exiting site		Marshal to be positioned at exit onto Old Church Road wish visitors well on their return home and check road for traffic.		
<b>At event</b> <b>Anti-social behaviour</b> Damage to people or facilities due to drunken/ unruly behaviour	4 (2x2)	The event is supervised by Safety Stewards and Fire 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)	
<b>Event Cancellation</b> People turn up when event is cancelled	4 (2x2)	Have an event cancellation plan to include information on social media and posted locally.	3 (1x2)	
<b>Major emergency</b> <b>External or event related cause</b> Eg fire, helicopter crash, heart attack	3 (1x3)	Emergency Action Plan in place to deal with major emergency incidents. MC to include ref to H&S in introduction to event Volunteers to all be briefed on place to congregate in an emergency.	2 (1x2)	