



RISK ASSESSMENT

Risk Assessment for: Picnic in the Park 2021

Completed By: Elaine Pearce

Date: 19th July 2021

<u>Hazard</u>	<u>Potential Risk</u>	<u>Who Affected</u>	<u>Control Measure</u>
Lack of hand washing facilities	Attendees will be unable to wash their hands regularly. This will increase the risk of cross infection and the transfer of germs/Covid 19.	All attendees, including staff and 3 rd party providers.	Alcohol wipes and hand gel to be available to all attendees. Hand gel to be available on each stall and in the café area. (PODS to provide where required) When signing in attendees reminded to regularly sanitize hands throughout the day and made aware of sanitising points.
Transmission of Virus	Infected surfaces or people may pass on virus to another person.	All attendees, people they live with or come into contact with. Members of the public who use the facilities after we have left.	When signing people into the event staff/volunteer to ask the attendees if they have any Covid symptoms or been in close contact also to hand attendees a Covid 19 safety sheet. Ensure that it is made clear that no one with symptoms, suspected of having Covid – 19, living with or come into contact with someone with symptoms attends. Staff to ask people who are displaying symptoms to leave the event immediately and then to terminate the session for everyone else.



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			<p>Ensure we have full name, address and telephone number of all attendees so the government can use its track and trace service.</p> <p>Ensure all attendees use handwipes/gel on arrival and regularly throughout the session as required and on leaving.</p> <p>Recommend the wearing of Facemasks in inside areas.</p> <p>Ensure social distancing is encouraged between groups of people and whilst queuing for activities.</p> <p>All surfaces to be touched should be wiped down on arrival and before leaving.</p> <p>All wipes and PPE must be double bagged before disposal.</p> <p>All attendees made aware that they attend at their own risk.</p>
Accident	Attendee may injure themselves whilst taking part.	Any attendee including staff and 3 rd party providers.	<p>Make sure any trip hazards etc are removed/highlighted.</p> <p>Check the area to be used for sharp objects such as glass/needles.</p> <p>Have a first aid kit on site.</p> <p>All staff are qualified first aiders and will be easily identifiable and spread out across the site.</p>



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			Appropriate PPE for dealing with personal contact will be available. Working, charged mobile phone as area being used will be remote with limited access to a landline.
Loss of child	A child/vulnerable adult may wander off or become separated from the group.	Children and Vulnerable adults.	Remind parents that it is an unsupervised event in the terms that children/adults will remain the responsibility of the parent/carer at all times. Provide all children/vulnerable adult with a wristband with the parent/carer contact number clearly written on. Where there is gates etc ensure these are fully closed.
Equipment sharing	Germs and the virus could be passed to another person due to equipment sharing.	All attendees	When sharing PODS equipment this must be wiped down/sanitized between users using alcohol wipes/spray where possible. 3 rd Parties must regularly clean down their equipment/touch points.
Manual lifting	People may injure themselves whilst setting up/ taking down.	Organisers and helpers	Assess before lifting and if heavy ask for help. Make sure anyone with a disability has sufficient help with moving and handling.
Carrying Gazebo from vehicle to site	Could drop the Gazebo	Member of team carrying or passer-by	Ensure that the item is carried properly and



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	Could injure oneself whilst carrying	Member of the team	appropriately. 2 team members to fetch item and use trolley where possible. Too heavy for individual to be carried by 2 people.
Gazebo being blown away	If windy etc could be a risk of them being unstable.	Anyone attending the event.	Ensure the gazebos are tethered down accordingly and not use in extreme weather.
Extreme Hot weather.	People becoming overwhelmed by heat.	Children and vulnerable adults.	Ensure that in the event of extreme heat that there is readily available fresh water for everyone to drink. Ensure there is areas of shade available.
Fire risk	Fire risk, this will increase if people smoking on site.	The smokers, stall holders, staff and attendees.	Adopt a no smoking policy throughout the site. No the evacuation routes and rendezvous points.
Paths, Grass and uneven surfaces	People may slip, trip or fall.	Anyone attending or supporting the event.	Ensure there is First Aid coverage throughout the day. Highlight/cover where possible any high risk areas.
Attendees will have to cross the car park whilst moving between the building and field activities.	Pedestrians maybe in collision with a vehicle.	Pedestrians including children, possibly occupants of the vehicle.	Have a carpark attendant. Limit use of the carpark to only those that MUST use it in order to access the event.
Non-ticketed event so risk of overcrowding.	Areas could become overcrowded increasing evacuation issues.	All people attending the event.	Closely monitor all areas of the event, especially internal areas. If felt areas are becoming crowded restrict access and use a member of staff to act as a doorperson.



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Anti-social behaviour.	Disagreements between Families. Aggression to members of staff/volunteers.	Anyone attending the event or helping out.	All members of staff/volunteers to be vigilant and intervene where necessary. If problem persists person/people to be removed from site.
Vulnerable adult and children protection & Safe Guarding	May become lost or distressed if separated from family. Abduction	Children and vulnerable adults.	All children and vulnerable adults to wear wristbands with a contact number on. Staff and helpers to be vigilant to anyone requiring help or support. Staff/helpers be vigilant and make sure everyone coming into the event signs in and look for people that don't belong.
Bouncy Castle, Go karts, face painting, ETC and all other external provided entertainments.	Risk of injury, allergic reaction etc	All families attending the event.	Make sure all external providers have the necessary insurance and certificates required. Ensure all attendees are aware that they attend/take part in activities at their own risk.
Varnished Floor	Could be slippery when wet, causing slips etc.	All event staff, volunteers and families	Staff/volunteers to monitor closely and clean immediately any spillages and use signs to show the floor is wet.
Contact with steam, hot water, hot oil and hot surfaces	May suffer scalding or burns injuries.	Kitchen staff, food service staff	To ensure that all staff/volunteers have relevant certificates and there is a qualified first Aider on site.



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Fire, gas escape etc in the kitchen area.	A fire could break out or there could be an escape of gas	Kitchen staff/volunteers	Make staff aware of where the gas cut off valve is. Ensure they are aware of the fire exits and that they are clear from obstructions.
Food Poisoning	People may become ill	Anyone attending the event and consuming the food.	Make sure all surfaces are thoroughly cleaned. Staff etc wash their hands and sanitise. Pre-packed foods to be used.
Electrical appliances	These could be faulty and cause electrocution.	Members of staff or volunteers	The responsibility of the venue. However, if someone comes across a damaged item to remove it straight away and alert the centre staff.
Litter	Could cause injury if broken glass or sharp plastic. Could also be a slip hazard.	Anyone supporting or visiting the event.	All helpers/ staff to remove any litter they see. To provide black bags for rubbish and regularly litter pick throughout the event.