

NETHER WALLOP PARISH COUNCIL RISK ASSESSMENT	Platinum Jubilee Street Party 4 th June 2022	Version:	03	Adopted Date:	15 Feb 22	Review Date:	One off event
		Date:	9-Feb-22	Minute no.:	6049		

Introduction

- Participants will be requested to bring their own tables and chairs.
- Participants are expected to organise their own Table's food, drink, cutlery and glasses. 6 people at each table but groups may use more than one table.
- Tables will be down the centre of Nether Wallop High Street (SO20 8EZ). Tables pushed together with gaps to allow crossing over at approx. 20m intervals.
- Organisers are Cllr Ian Carpenter, Edward Souter, Tim Toyne-Sewell and Viv Blandford. First Aiders are Heather Balmain, GP and Ali Souter, retired nurse.

The methodology used is a combination of quantitative risk assessment (numerically assessing probability & consequence) **Hazard Severity x Likelihood of Occurrence = RISK.**

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals , or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results. However it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

Likelihood (ODDS)	Potential Severity (IMPACT)					1-5	Low Risk	Tolerable	Little or no action required
	1	2	3	4	5				
2	4	6	8	10	6-9	Medium Risk	Unacceptable	Some action required and monitor during event.	
3	6	9	12	15					
4	8	12	16	20	10-25	High Risk	Unacceptable	Urgent action required. Stop process. Compensatory measures / new procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed from the risk whilst it is assessed.)	
5	10	15	20	25					

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date, by whom
Serving Food and Drink	Accidental spillage creating a slip hazard	Everyone	Clear up spillage as soon as possible	1	2	2	Table heads to ensure spillages are cleared up.	On the day table Heads or Participants
Serving Hot Drinks	Burns from hot liquids	Participants	All drinks to be poured into cups on a table so that no-one is holding cups/containers	2	2	4	Care to be taken pouring hot liquids	Table Heads monitor

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date, by whom
Setting Up and Dismantling Tables	Injury from Carrying heavy or awkward items	Everyone involved in setup	Organisers to make sure tables in centre of street (opposite "Nightingales") are set up first by nominating staggered set up times to table owners setting up. Table to have a 2m gap between them at 20 m intervals to ensure easy access to either side of all tables.	2	2	4	Monitor and control	4 Jun Organisers & Table Heads
Transporting food at site	Slips / Trips	Everyone	Persons concerned with carrying food / drinks to be accompanied by someone to ensure they are aware of any obstacles. All food and drink to be carried in containers and left near respective tables at the start of the event and removed afterwards.	2	2	4	Carrying food to tables to be carried out in pairs if possible and stored near table for easy access.	Organisers to make attendees aware.
Food consumption	Food poisoning	Everyone	Cold Food to be kept chilled where possible and not left in direct sunlight. Hot to be fresh.	2	2	4	Food hygiene guidelines to be complied with.	On the day Cooks
Accidental Breakage of Glass or China	Cuts from Sharp Edges	Everyone	Use Brushes and dust pans to Clear up ASAP and secure safely in Rubbish Bins	2	2	4	Ensure Brushes, Dustpans and Bins are available	4 Jun Organisers & Table Heads
Emergency Vehicle Access to High Street	Delay to Emergency Vehicles needing to access the High Street itself	Everyone	Warn Participants of the possible need to move tables to one side of the street to give access to emergency vehicles Organisers to barriers.	3	1	3	Organisers to Brief Table Heads	4 Jun 22 Organisers & Table Heads
Loudspeaker Installation	Trip Hazard from cables	Everyone	Keep all cables, Speakers and Amplifier securely to south side of Street.	2	1	2	Set up system so that cables not cross street	4 Jun 22 Organisers

COVID-19 SPECIFIC RISKS.

Activity	Hazard / Risk	People at risk	Mitigation of Risk / control measures	Impact	Odds	Score	Action required	Target date, by whom
Attending event	Catching Covid-19	Everyone	Request participants to take a Lateral Flow Test before the event and cancel if positive.	2	2	4	Take test before event on 3 Jun 22	3 & 4 Jun 22 Organisers and all attending the event
			Maintain 1m between people and seating spread wide apart.				Seating to be laid out 1m apart	
			Masks to be worn at individuals discretion				Take masks to event	

Chairman's signature Date		Clerk's Signature Date	
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