

**RISK ASSESSMENT FOR
THE STOUR VALLEY LIONS CLUB**

All participating Lions and Helpers will be required to read this Risk Analysis summary - and agree to abide by its requirements in order for us to meet the Club's 'duty of care' needs and minimise the risks to everyone involved. This Assessment is written as a worst-case scenario and will comply with current Government Guidelines relating to Event Health & Safety precautions on the day.

Please note that there is no risk-free procedure to protect against Covid-19 and other infectious agents... these procedures listed *reduce* the probability of infection only; they are not likely to cover all scenarios and each trader and member of the public should consider their own unique circumstances for their own protection and that of others.

Named Persons and contact

Health and Safety Office:	Graham Thomas	07966 468887	Deputy H&S Officer: Sue Jeffries	07828 893903
Child Protection Officer	Paul Macpherson	07725 105677		
President and Project Manager	Duncan Cashmore	07984 986350	Deputy Project Manager: Sue Bains	07969868450
Stewards (Stour Valley Lion Club members and helpers)				

Event: Stour Valley Lions Food Festival 2023

Date: 10th September 2023

Last Reviewed: SB 18/4/2023

Final Assessment Date/Time: 25/06/2023

Assessors name:

Updated by Sue Bains and Graham Thomas

Signature: GT and SB

Hazard	Potential Risk	Risk	Probability	Control Measures	Changes required/Recommendations
Erection of 'advanced notice banner' across road	<input type="checkbox"/> Suitability of banner i.e. deterioration – collapse of banner during high winds	4	2	<input type="checkbox"/> Check condition of banner prior and after event	<input type="checkbox"/> Use cherry picker with Lions controlling traffic
	<input type="checkbox"/> Suitability of wall fixings and fit for purpose.	4	2	<input type="checkbox"/> Check stability prior to fixing.	
	<input type="checkbox"/> Injury during erection and dismantling	4	1	<input type="checkbox"/> Erection/removal carried out by	
Vehicles parked in area of event prior to erection of stalls	<input type="checkbox"/> Vehicles moving when market stalls being erected.	4	3	<input type="checkbox"/> Erect advanced notices of road closures up to 5days prior. <input type="checkbox"/> Erect road closure signs at relevant locations – place Lions (with tabards) to ensure vehicles do not enter whilst preparations being made	<input type="checkbox"/> Lions can only advise vehicles not to enter working area. Request police to be in attendance.
Prevention of vehicles entering area	<input type="checkbox"/> Vehicles entering area during preparation and during actual event.	4	2		<input type="checkbox"/> Police requested to review risk assessment.

Hazard	Potential Risk	Risk	Probability	Control Measures	Changes required/Recommendations
Pedestrian movements from The Bury to Sheep St.	<input type="checkbox"/> Sheep St vehicles may cause pedestrian hazard from 09.00 and after 16.00	3	2	<input type="checkbox"/> Seek assistance from local police to close road. <input type="checkbox"/> Erect advanced notices of pedestrians and advise pedestrians of Sheep St traffic	<input type="checkbox"/> Warning signs should be sufficient as this is not a new hazard for the town centre. Marshals will direct traffic as required.
Erecting and dismantling 'market stalls'	<input type="checkbox"/> Injury to erectors/dismantlers	3	2	<input type="checkbox"/> Propriety interlocking stands used. <input type="checkbox"/> Erected by specialist experienced company. <input type="checkbox"/> Lighting fittings checked by qualified electrician. <input type="checkbox"/> Pedestrians and traffic are controlled by designated marshals.	<input type="checkbox"/> Lions and stewards in fluorescent tabards can advise vehicles and pedestrians not to enter working area while stalls are erected and taken down. <input type="checkbox"/> Specific marshal attends who warns traffic and pedestrians to stay clear of the vicinity. <input type="checkbox"/> All work ceases if a pedestrian or vehicle enters high risk zone. <input type="checkbox"/> All electrics are checked by a qualified electrician and are tested properly and safely.
	<input type="checkbox"/> Collapse of stalls during event	3	1		
	<input type="checkbox"/> Injury to erectors/dismantlers	3	2		
Stallholders' vehicles entering area to offload prior to event and load after event	<input type="checkbox"/> Injury caused by vehicle movement	4	2	<input type="checkbox"/> Inform stall holders of time 'window' constraints for vehicles to enter and leave area and provide location of their stall prior to event	<input type="checkbox"/> All Stall holders notified with copy of street layout plan and plan of one-way system from West Street to Church Street. <input type="checkbox"/> Steward supervises all vehicle movements and advises stallholders.
Location of stall/entertainment	<input type="checkbox"/> Access for emergency vehicles	3	2	<input type="checkbox"/> Prepare layout of stalls and entertainment prior to event <input type="checkbox"/> Ensure emergency vehicles have access into area <input type="checkbox"/> Notify emergency services of time and date of event	<input type="checkbox"/> Notify emergency services of access locations in Event program
	<input type="checkbox"/> That accesses are not blocked or create bottleneck to public	3	2		
Risks created by stall holders/entertainment.	<input type="checkbox"/> Using dangerous appliances/equipment	4	3	<input type="checkbox"/> Inform stall holders prior to event of their responsibilities. <input type="checkbox"/> Send notice to stall holders covering all cabling and appliances must be PAT tested (Portable Appliance Tested) and	<input type="checkbox"/> Inspection performed before and during the event by Lions Safety Officer

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				<p>display a sticker showing an appliance number, a test date and a retest date along with a signature or initials. Items purchased in the last 12 months will be exempt from this testing only if proof of purchase can be shown.</p> <p><input type="checkbox"/> H & S requirements plus Lions disclaimer</p>	<p><input type="checkbox"/> Qualified electrician will check electrical connections for stall lighting and water urns for mulled wine.</p>
Entertainment	<input type="checkbox"/> Danger created by moving equipment	4	2	<p><input type="checkbox"/> Check the requirements of each entertainer, if they are utilising dangerous equipment ensure they have taken the necessary precautions. Or check what assistance they may require from event organisers.</p> <p><input type="checkbox"/> Ensure location of potentially dangerous equipment is carefully located where such danger is minimised</p>	<p><input type="checkbox"/> Generator for carousel and another for candy floss vehicle if present. Owners are experienced and have provided evidence of 3rd party insurance.</p> <p><input type="checkbox"/> Lions will be nominated to oversee set-up/ positioning that will subsequently be checked by Safety Officer</p>
Queues for Pig Roast	<input type="checkbox"/> Ensure that Queues do not create obstructions	2	1	<p><input type="checkbox"/> Stewards (with tabards) appointed to organise queues at critical locations.</p> <p><input type="checkbox"/> Ensure Lions are correctly briefed on their duties</p>	<p><input type="checkbox"/> Detailed in Lions Club 'Who Does What' document to be distributed in August 2023.</p>
Incidents involving children and vulnerable individuals	<input type="checkbox"/> Incidents reported by parents or others	4	2	<p><input type="checkbox"/> Child Protection Officer and President must be notified at the earliest opportunity</p> <p><input type="checkbox"/> Procedure outlined in the Lost Children/ Vulnerable People Policy</p>	<p><input type="checkbox"/> Emergency phone numbers available for immediate help</p> <p><input type="checkbox"/> All Lions have been advised of procedure.</p> <p><input type="checkbox"/> First Aiders will be in attendance throughout the event with an ambulance.</p>
Lions involved with event	<input type="checkbox"/> To avoid potential unforeseen dangers	4	2	<p><input type="checkbox"/> Ensure all Lions are fully aware of their duties for the event.</p> <p><input type="checkbox"/> Lions and helpers involved in any supervision i.e. queues should be readily identifiable with the wearing of Club tabards or similar</p>	<p><input type="checkbox"/> Emergency phone numbers available for immediate help.</p> <p><input type="checkbox"/> Risk Assessment and "Who Does What" document fully circulated to all Lions and helpers</p> <p><input type="checkbox"/> Phone numbers distributed</p>

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Pig Roast	<input type="checkbox"/> Preparation of pig roast Potential dangers to public <input type="checkbox"/> Cutting of pig roast and relevant dangers <input type="checkbox"/> Hygiene and <input type="checkbox"/> Handling food	4 5 6 5	2 2 3 2	<input type="checkbox"/> Appoint specialist company to cook pig <input type="checkbox"/> Ensure area is protected from public ingress and is hygienic. <input type="checkbox"/> Handwashing facility required. <input type="checkbox"/> Only to be carried out by specialist company <input type="checkbox"/> All involved must wear appropriate clothing and meet hygiene standards* <input type="checkbox"/> All servers to wear appropriate PPE gloves. <input type="checkbox"/> Ensure those collecting money are not handling food	<input type="checkbox"/> *All food and beverage handling stallholders are required to confirm their compliance with the requirements of Regulation (EC) No 852/2004 and the Food Safety and Hygiene (England) Regs. 2013. Before the event. <input type="checkbox"/> <i>Confirmation will acknowledge that they have read, understood and comply with the provided, attached Guidance on Compliance with Food Hygiene and Safety Requirements for Food Stalls and Marquees which essentially meets Safety Policy requirements.</i> <input type="checkbox"/> All stallholders must be provided with copy of Risk Assessment for the event.
Safety Supervision of event	<input type="checkbox"/> To avoid potential unforeseen dangers	5	3	<input type="checkbox"/> Appoint organising committee to ensure detailed preplanning and that all those involved in the event are aware of their duties. <input type="checkbox"/> Appoint Lion Project Manager to oversee and direct the event from setting up to clearing away. <input type="checkbox"/> Appoint co-ordinators to supervise specific sections as deemed appropriate	<input type="checkbox"/> Lions Club Safety Officer will inspect site event safety arrangements before and during the event taking appropriate action as required. <input type="checkbox"/> Security patrols (Stewards) will be continual during the Event. <input type="checkbox"/> Project Leader has issued list of duties for all Lions "Who does What" and other helpers present and will be present throughout.
Emergency action	<input type="checkbox"/> Injury to individuals or another emergency event	5	2	<input type="checkbox"/> Safety Officer, Project Leader, Child Protection Officer and Deputies will carry mobile phones and/or Walky Talkies <input type="checkbox"/> Lions stewards to direct/control public until professional assistance arrives <input type="checkbox"/> President should be notified at the earliest opportunity.	<input type="checkbox"/> Recommend police in attendance. <input type="checkbox"/> Police have indicated their wish to be present but unable to commit in accordance with Warwickshire policing policy. <input type="checkbox"/> First Aiders in Attendance and written advice given to all Lions on procedure in the event of an injury.

Hazard	Potential Risk	Risk	Probability	Control Measures	Changes required/Recommendations
				<input type="checkbox"/> Insurance reports must be completed within 24 hours of the event	<input type="checkbox"/> An Emergency Procedures Document is available for all members to read before the event.
Insurances	<input type="checkbox"/> Compliance with requirements of Lions insurance policy	3	2	<input type="checkbox"/> President to review insurance policy and advise Safety Officer as required. <input type="checkbox"/> Contact Lions insurance as necessary to ensure compliance	<input type="checkbox"/> All stallholders have been requested to provide evidence of liability insurance cover before the event by providing copy of current certificates. <input type="checkbox"/> Stallholders to certify compliance with all relevant current Food and Drink Handling Regulations and Hygiene Regulations.
Covid-19 Infection linked risks.	<input type="checkbox"/> Spread of COVID-19 through proximity to infected person(s) due to breaking 1m social distance rules.	Serious illness / death	Medium to high among visitors	<input type="checkbox"/> Masks may be worn if required, by all Lions and helpers with social distancing advised as far as possible	<input type="checkbox"/> Visitors advised to stay away if feeling unwell. <input type="checkbox"/> All visitors are advised to socially distance and wear a face mask if their health is vulnerable. Otherwise, any government regulations on the day will be complied with. <input type="checkbox"/> Hand sanitiser is available on stalls if required.
Personal Hygiene in public toilets. Food and Drink consumption	<input type="checkbox"/> Spread of COVID-19 and other disease through proximity to infected person(s)	Serious illness / death	Medium to high among visitors and Lions and helpers	Government regulations will be complied with as necessary and available on the date https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/, with following recommendations: <input type="checkbox"/> Wash your hands with soap and water often for at least 20 seconds. <input type="checkbox"/> Use hand sanitiser gel if soap and water are not available. <input type="checkbox"/> Wash your hands regularly throughout the day and use paper towel to dry hands <input type="checkbox"/> Use hand sanitiser regularly throughout the day. <input type="checkbox"/> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. <input type="checkbox"/> Dispose of tissues in appropriate waste receptacles as quickly as possible. <input type="checkbox"/> Maintain any social distancing and/or Mask wearing regulations in effect on the date <input type="checkbox"/> Do not touch your face or eyes if your hands are not clean	

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Lions, helpers and Visitors who may have been exposed to the Covid-19 virus	<input type="checkbox"/>			<input type="checkbox"/> Web site recommendation for no visitors to come to the festival if suffering from any of the symptoms of Covid-19	<input type="checkbox"/> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for five days. If you develop symptoms, you should stay at home for five days from the start of your symptoms. <input type="checkbox"/> You must follow the government generic guidance on coronavirus. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/
Emergency Evacuation	<input type="checkbox"/> Terrorist threat <input type="checkbox"/> Pandemic linked threat	5	1	<input type="checkbox"/> Stewards wearing fluorescent tabards will be stationed to guide visitors to safe dispersal routes. <input type="checkbox"/> PA announcement in the event of need for orderly evacuation from Shipston on StourTown Centre. <input type="checkbox"/> Emergency services will be called	<input type="checkbox"/> Emergency Procedures Document <input type="checkbox"/> Lost Child / Vulnerable Person Policy

Risk Evaluation

Severity/Consequence

		1	2	3	4	5
L i k e l i h o o d	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

LIKELIHOOD

- 1 - **Remote-** e.g. it is not expected this will ever happen
- 2 - **Improbable** - e.g. do not expect it to happen, but is possible
- 3 - **Possible** - e.g. may occur occasionally
- 4 - **Probable** - e.g. will probably occur but is not a persistent issue
- 5 - **Very likely** - e.g. likely to occur on many occasions

SEVERITY/CONSEQUENCES

- 1 - **Minor** - e.g. minor first aid/minor property damage
- 2 - **Severe** - e.g. lost time injury/repairable property damage
- 3 - **Major** - e.g. long-term absence (> 6 months)/property damage requiring replacement
- 4 - **Fatal/Partial loss of a building**
- 5 - **Multi-fatal/Complete loss of a building**

RISK RATING = LIKELIHOOD x SEVERITY

- 8 or less... **Low risk** action as soon as practicable
- 8 – 16... **Significant risk** action within one month
- 16 – 25... **High risk** immediate action