

Risk Assessment for the Flaunden Coronation Event
Sunday 7th May 2023.

<u>Activity/Element</u>	<u>Risks</u>	<u>Precautions/Actions</u>
Vehicle movements	Collision with people/objects	Access to car park closed with cones and clear signage. Access permitted for blue badge holders. Assigned area for food van (if used)
Crowd movements	Trip hazard, burns and smoke irritant from BBQ.(if used)	All cables and extension cables kept to a minimum and taped down or covered and clearly signed as a hazard and located behind bar and cooking stations. Cooking areas to be roped off from public.
Accidents and illness	Cuts and bruising, bites and stings, potential muscle and bone injuries from physical activities	First aider will be on site – Simon Duncan. Additional first aid kit located in hall kitchen together with accident record book.
Bouncy castles	Possible bone and muscle injuries	Vendors have liability insurance for faulty equipment and are responsible for demonstrating they have undertaken a risk assessment for their equipment and activities prior to the event. Clear signage to be in situ stating use at own risk.

Outdoor seating and tables	Uneven ground	Plastic chairs and larger tables only to be used on flat ground of car park not grassed areas.
Alcohol sales	Excessive consumption, underage drinking, broken glass.	Staff to monitor. Plastic glasses will only be used and bins for bottled lager will be in place.
Hot drinks	Scalds, burns	No hot drinks to be served to children. Insulated cups to be used for all outdoor use.
Hot/ extreme weather	Sunburn, heat stroke, sunstroke, lightning, rain	All visitors to take their own precautions in these events. Indoor areas are fully accessible, water and other cold drinks will be freely available. First aider on site.
Smoking	Fire regulations, unsocial behaviour	Hall clearly marked as a no smoking venue. No smoking signs to be placed in bar and by cooking areas.
Theft	Loss of personal items, claims against organisers/venue	Sign stating loss or damage at owners' risk is in situ. CCTV is active at the site.
Waste / litter	Vermin, odours, flies	All waste to be bagged and placed in Biffa bin. Any excess will be removed by committee members. Large bins will be placed around the site. Separate bins for recycling will be made available. Sunday clearance crew will do a full litter sweep of the site.
Fire	Burns, scalds, damage to items/property	First aider on site. All electrical units to be fitted by specialists and cables protected. Hall has plenty of fire extinguishers for all types of fire. Fire assembly points and locations of extinguishers clearly marked.

Food hygiene and type	Contamination, allergies, personal choices	Food servers to wear catering gloves, food servers not to handle cash. Hand washing facilities and antibacterial gel is available in several locations. Food will be labelled to provide information regarding ingredients. Vegetarian options available and to be cooked separately.
Toilets	Cleanliness, supplies	FVH committee members to monitor toilet facilities and replace any necessary items as necessary. All toilets (including the disabled facility) will be open and the changing room facility will be open as an extra female toilet. Men's toilet will be open to car park and in hall.
Animals	Bites, scratches, faeces.	Owners are fully responsible for behaviours. Extra poo bags will be available on site and there is a designated poo bin in the car park.
Children's playground.	Cuts, grazes, bruising, muscular/skeleton damage	Adults responsible for use and supervision and should comply with the regulations provided by the Borough Council who are responsible for this facility.
Spread of COVID-19 by those who have the virus	Failure to take precautions to prevent the spread of COVID-19 through a 'mass gathering'	Invitations for the event shall clearly state anyone who has tested positive for or suspects they may have symptoms of Covid 19 should not attend.
Event participants displaying COVID-19 symptoms or testing positive to COVID-19 after the event	Low risk given the precautions taken prior to the event taking place	Anyone who displays COVID-19 symptoms or tests positive for COVID-19 within a few days of the event to notify other participants in their party and follow any current national notifications system
