**Horsforth Climate Action**

**Risk Assessment**

**For** Generic activity. - *TO BE ADAPTED and added to for each event. PLEASE COPY document first and amend new doc.*

**Completed by:** Penny Lewis  *(update with your details)*

**Date:** 24/09/23 *(update)*

| **Hazard** | **What could happen?** | **Who might be affected?** | **Action taken to minimise risk** | **By who and when** |
| --- | --- | --- | --- | --- |
| Open event - to general public | Children become lost separated from parents  children left unaccompanied | Children  Carers / parents  volunteers / organisers | * Signage. * Standard HCA notice advising people that this is a free event and they must be responsible for children and children must not be left unaccompanied. * Advice to volunteers of what to say should they be requested to ‘keep an eye on’. * Designated place for children to wait …….. |  |
|
|  | Anti -social behaviour | Visitors,  organisers  volunteers | * Advice to volunteers on how to handle. * Emergency numbers to contact. |  |
| Activities  *adapt to event)* | Injury - ie cutting. | Visitors  organisers  volunteers | * Only volunteers / organisers to handle sharp / electrical equipment * Limited number of adult scissors to be monitored. * Child scissors |  |
| Obstacles inside especially around activity area. | tripping | Visitors  organisers  volunteers | * Arrange activity space to limit risk. * Monitor activity space throughout the day. * Be aware of stall lay out etc to avoid trip hazards. |  |
| Hot drinks | Burning / scalding | Visitors  organisers  volunteers | * Visitors to be encouraged to drink hot drinks in refreshment area. (notice) * VOlunteers and organisers if possible to use lidded cups. |  |
| Outside -  Obstacles | tripping | Visitors  organisers  volunteers | Arrange stalls to avoid trip hazards. |  |
| Personal belongings | Theft | Visitors  organisers  volunteers | * Encourage volunteers to bring limited personal belongings. Keep personal belongings out of sight. * Do not offer to look after visitor personal belongings. |  |
| Fire Procedures | people suffering burns, smoke inhalation, death. | Visitors  organisers  volunteers | * Follow venue Fire Procedures. Ensure volunteers and organisers know what they are. * Appoint ‘Fire Marshall’ to direct people in the event of a fire. |  |