**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 parentschildren 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 ……..
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|  | Anti -social behaviour | Visitors, organisersvolunteers | * Advice to volunteers on how to handle.
* Emergency numbers to contact.
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| Activities*adapt to event)* | Injury - ie cutting.  | Visitorsorganisersvolunteers | * Only volunteers / organisers to handle sharp / electrical equipment
* Limited number of adult scissors to be monitored.
* Child scissors
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| Obstacles inside especially around activity area.  | tripping | Visitorsorganisersvolunteers | * Arrange activity space to limit risk.
* Monitor activity space throughout the day.
* Be aware of stall lay out etc to avoid trip hazards.
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| Hot drinks | Burning / scalding | Visitorsorganisersvolunteers | * Visitors to be encouraged to drink hot drinks in refreshment area. (notice)
* VOlunteers and organisers if possible to use lidded cups.
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| Outside - Obstacles | tripping | Visitorsorganisersvolunteers | Arrange stalls to avoid trip hazards.  |  |
| Personal belongings | Theft | Visitorsorganisersvolunteers | * Encourage volunteers to bring limited personal belongings. Keep personal belongings out of sight.
* Do not offer to look after visitor personal belongings.
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| Fire Procedures | people suffering burns, smoke inhalation, death.  | Visitorsorganisersvolunteers | * Follow venue Fire Procedures. Ensure volunteers and organisers know what they are.
* Appoint ‘Fire Marshall’ to direct people in the event of a fire.
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